



OFFICE OF THE CITY CLERK

5581 West Oakland Park Boulevard
Lauderhill, FL 33313
Ph: 954.730.3010 Fax: 954.730.3062
www.Lauderhill-fl.gov



APPLICATION FOR BOARD APPOINTMENT/RE-APPOINTMENT

City of Lauderhill City Code Section 2-2.5

ALL applicants who would like to be considered for appointment or re-appointment as a member to a city board is required to complete this form prior to Commission approval.

PLEASE SELECT

- Lauderhill Resident
City of Lauderhill Staff
Business Owner
Broward County Registered Voter

Please PRINT or TYPE

Name: JANET ROOKS J
Home Address: 2438 NW 30th St Lauderhill ZIP Code 33319
Home Phone: 954 882 4729 Cell Phone: 954 882 4729
Email: JANETROOKS1117@Comcast.net

BOARD INFORMATION:

Have you served on a City Board before? YES NO
If YES, name Board: ACT + Public ART How Many Years? 6
Name of Board you wish to be Appointed Re-Appointed to: Public ART
Resume Attached: YES NO

If NO, briefly explain why you would like to serve on this board, and describe your qualifications, skills and abilities, you possess that would directly benefit this board:

I would like to make a positive contribution to the community and I believe and support the mayor and commissioners who have made remarkable improvements in this community for the past 24 years I've been a resident

Return Completed Form To:

Andrea M Anderson, MMC
5581 W. Oakland Park Blvd.,
Lauderhill, FL 33313
Email: anderson@laudherhill-fl.gov
Fax: 954-730-3062
Phone: 954-730-3013

Handwritten signature of Janet J Rooks

Signature

Dated this 5 day of JAN 2017

JANET J. ROOKS, MBA/HCM
7438 NW 34th Street
Lauderhill, Florida 33319
jjr517@yahoo.com
954-882-4729

SUMMARY OF QUALIFICATIONS
Health Care, Sales & Marketing, Retail

I am a motivated, detailed oriented professional with strong organizational, analytical and problem solving skills. Possess the ability to perform multiple duties with minimum supervision in a fast pace environment. With strong written and verbal communication skills; and the ability to focus on desired results by setting challenging goals, focus on accomplishing and exceeding desired objectives.

EDUCATION AND PROFESSIONAL ORGANIZATIONS

2004 Masters in Business Administration/Healthcare Management (MBA/HCM) -American Intercontinental University, FL
2003 Bachelor of Science in Business Management (BSB/M)-University of Phoenix, Plantation, Florida
2003-present Member of AAUW- American Association of University Women

TECHNICAL SKILLS

Excel, Word, PowerPoint, AdvancedMD, iMedicWare, NetSuite, Intuit QuickBooks, Great Plains, MAS 90, MAS 200, Lawson, AS400, Peachtree, OnBase, Microsoft Navision, BAAN, BLS Certification

VOLUNTEER EXPERIENCE

2013-present Project Leader/Volunteer for HandsOnBroward - Providing social services on behalf of various agencies
Board Member of City of Lauderhill Public Art Board 2009 – 2012 – Plan/Organize Art Exhibits and Cultural events
Board Member of City of Lauderhill Arts, Cultural, and Tourism Board (ACT Board) 2006 – 2012 – Appointee to Mayor representing city at community events. Liaison with vendors, visual and musical artists for community events
Care Team Member for Catholic Charities HIV/AIDS Ministry 2006-2015- Evaluating client's success with his/her case plan. Home visits. Liaison with HIV/AIDS families/case managers/service providers to initiate referrals/client compliance.

PROFESSIONAL EXPERIENCE

TransHire & PrideStaff Agencies Fort Lauderdale, Florida 10/2016- present
Administrative/Clerical Assignments

- Medical Administrative Assistant/Office Manager. Insurance verifications/Full cycle accounts payable
- Supervisor of Elections-Clerical
- Administrative Assistant at Seminole Tribe in Hollywood

Recovery Institute of South Florida Fort Lauderdale, Florida 6/2015-10/2016
Administrative Assistant/Bookkeeper to Executive Director for a Behavioral Health treatment facility for drug, alcohol addiction, and mental illness

- Maintains open communication lines with facility staff, physicians, clinical staff, EAP's clients, and families
- Liaisons with community agencies, vendors, and payers of health insurance, verifying EOB's
- Maintains strict confidentiality, in accordance with Florida Statutes, HIPPA, JACHO, and DCF regulations.
- Responsible for bookkeeping, bank deposits, clients' cash, and weekly food vouchers distribution
- Maintains policy and procedure manuals and distribute to management and staff as needed
- Additional projects assigned by Executive Director, Program Director and Human Resources Director

Intermedix Technologies Inc. Fort Lauderdale, Florida 3/2011- 5/2015
AP/AR Specialist for a medical billing and emergency management (EMS) technology group operating as ten (10) separate companies

- Full cycle high volume accounts payable, billing, and receivables.
- Journal entries and statement reconciliations. 1099 Reporting

Resume Janet J Rooks

Accounts Payable Clerk Temporary Assignments 7/2009-2/2011

- Full cycle accounts payable. Code and process invoices to appropriate general ledger accounts

Sheridan Healthcorp Sunrise, Florida 7/2008-7/2009

Senior Accounts Payable /Supervisor for a medical management group of 76 separate entities

- Assist Accounts Payable Manager with daily operations of accounts payable department; acting as her backup with similar security and administrative authorities, rights and/or privileges
- Supervise three (3) employees. Process full cycle/high volume accounts payable. Month end/period end closing. Assist Controller and VP of Finance with various projects and reconciliation of accounts

GMP Companies/LifeSync Corporation Fort Lauderdale, Florida 6/2006-7/2008

Sales & Marketing Coordinator/Executive Assistant for a medical technology group

- Provide administrative support for SVP Sales and Marketing, National Sales Manager, Director of Clinical Affairs, and Product Manager.
- Prepare monthly PowerPoint presentations as part of weekly, monthly, yearly forecasts as it relates to the growth and development of the Sales & Marketing department. Coordinate, prepare, and route marketing materials to Quality and Regulatory department. Analyze sales & marketing expenditure to budget allocation. Coordinate the process for new hires and terminations with other departments.
- Coordinate activities of the Research Program and facilitate the opening of clinical research studies. Coordinate procedures to collect data from source documents; evaluate collected data; prepare and submit appropriate documentation. Full cycle accounts payable. Purchase order matching and verification. 1099 reporting

Sheridan Healthcorp Sunrise, Florida 2/2004 - 6/2006

Senior Accounts Payable Clerk for a medical management group operating as 15 separate entities

- Promoted after three (3) month of hire/review from Accounts Payable Clerk to Senior Accounts Payable Clerk. Assist Accounts Payable Manager with daily operations of accounts payable department; acting as her backup with similar security and administrative authorities, rights and/or privileges. Supervise two (2) employees. Direct communication with various hospital administrative, doctors, and clinical staff to resolve discrepancies. Process and reconcile rent/lease payments for over 30 locations
- Process payroll for doctors and nurses performing as independent contractors
- Full cycle high volume accounts payable system. Perform complete month end/period end closing

Pediatric Medical Group/MedNax Sunrise, Florida 3/1998 - 2/2004

Accounts Payable Associate for a medical management group operating as a single entity

- Receive over 200 invoices per week. Full cycle high volume accounts payable system
- Key coded information and update into the appropriate vendor accounts and handle any inquiries

Affordable Financial Services Fort Lauderdale, Florida 6/1996-2/1998

Accounting Clerk for an automobile finance group

- Assisted Controller with the hiring process by interviewing and training
- Secondary responsibility of Office Manager. Processed payroll
- Full cycle accounts payable. Journal entries and month end/period closing.

David Wood Personnel Temporary Assignments Fort Lauderdale, Florida 1991-1996

- Administrative, Human Resources, Accounts Payable/Accounts Receivable, Insurance verification support for medical facilities

Productivity Aids Limited Kingston, Jamaica 6/1989-5/1991

General Manager for a office equipment sales and service company

- Assisted Managing Director in daily operations including supervising over 25 employees
- Managed 401K program working with the outside company to ensure efficient and maximum benefits for employees
- Performed personnel, public relations, and bank relations responsibilities. Purchased supplies for resale as well as office use. Prepared payroll and processed accounts payable. Accounts receivables with an emphasis on accounts over 120 days

Hi-Lo Food Stores

Kingston, Jamaica

3/1981-6/1989

Administrative Manager/ Data Controller for a retail food chain

- Supervised 20 employees. Interviewing, hiring, and training. Conversion and implementation of accounting operations from manual to computer. Coordinate and plan extracurricular activities for management and staff. Supervised monthly inventory audits at various locations. Full cycle accounts payable. Bank reconciliation

AWARDS/CERTIFICATIONS/TRAINING

HandsOnBroward Heart of the Community Volunteer of the Year Honoree-2014

Molina Healthcare of FL Community Champions Community Service- 2014

University of Phoenix Alumni Association – 2011 Community Service Award

Catholic Charities HIV/AIDS Ministry – 2010 Discipleship Award

City of Lauderhill – 2007 Certificate of Appreciation for Community Service

Notary Education Certificate - 2015

HIV/AIDS Continuing Educational Course – 2015

Affirmative Duty, ADA, Clients Rights Training – 2015

Safety, HIPPA, Fire, Weapons Storage, Bomb Threat, and Verbal De-Escalation Training – 2015

Exposure & Infection Control, Blood borne Pathogens Training - 2015

Management of Spontaneous Volunteers in Disasters Certification -FEMA -2014

Basic Life Support (BLS) Certification - American Heart Association - 2010