

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

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 Business Owner

City of Lauderhill Staff Broward County Registered Voter

Please PRINT or TYPE

Name: _____ Jean E

Crawford-Kodjo _____

First Last Middle Initials

Home Address: _____ 7433 NW 49th Ct, Lauderhill,

FL _____ Zip

Code _____ 33319 _____

Home Phone: _____ Cell Phone:

_____ 954-873-1371 _____

Email:

_____ fallyj30@gmail.com _____

BOARD INFORMATION: Have you served on a City Board before? YES NO

If YES, name Board: _____

Resume Attached: YES NO

How Many Years? _____

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:

Attach any additional information to this form if more space is needed

Name of Board you wish to be xAppointed Re-Appointed to: _____ Code

Enforcement _____

____ I have always been proactive via email to the Mayor, City Managers and others at the City in regards to certain situations in and around my neighbourhood. Recently being unemployed I became _more aware of the negligence and _____ utter disrespect that residents have for lauderhill. I have also been very outspoken at my HOA meetings as how we can work with the Code Enforcement officers to address the situations. _____

APPLICATION FOR BOARD APPOINTMENT/RE-APPOINTMENT

Return Completed Form To: Andrea M Anderson, MMC 5581 W. Oakland Park Blvd., _____ Jean E

Crawford-Kodjo _____ Signature _____ Lauderhill, FL 33313 Email:

aanderson@lauderhill-fl.gov Fax: 954-730-3062

Dated this _____ day of _____, 2018

Phone: 954-730-3013

Jean Crawford-Kodjo

7433 NW 49th Ct
Lauderhill, FL 33319
fallyj30@gmail.com

(954) 873-1371

Result -oriented professional with over 39 years in the financial industry and customer service.

Quick Learner	Team Player	Researched Customers' Accounts
High Quality Customer Service	Strong Work ethics	Bank Assistant Mgr/Operations Mgr.
Punctual	Accounts receivables	College Student Accounting
Banking Compliance Policies	Loans Closings	Interacted With Customers /Vendors
Trained and Supported Tellers and Customer Service/Sales Reps.	Yearly Employee Reviews	

CAREER HIGHLIGHTS/WORK EXPERIENCE

- Collected past due payments/met quarterly goal
- Assisted in monthly closing
- Managed all accounts receivable transactions and assisted in accounts payable
- Coding and entering invoices
- Tracked and inputted employees time sheets
- Reconciled and maintained clients' accounts
- Managed and trained staff
- Monitored branch sales activities
- Assisted Manager with annual budget , expense and monthly reports

ART INSTITUTE OF FT LAUDERDALE
Accounting Clerk/Collections

FT. Lauderdale,FL
6/2003 to 7/2018

POINT BLANK BODY ARMOR
Accounts Receivables Clerk

Ft. Lauderdale,FL
5/2002 to 3/2003

FLETCHER MARTIN ADVERTISING
Accounts Receivables Clerk

Atlanta, GA
5/2000- to 3/2002

BANK OF NY formerly BARCLAYS BANK
Teller to Asst. Bank/Operations Manager
2/1999

New York, NY
12/1980 to