

Application Form

ProfileSimone
First NameR
Middle InitialRuiz Narcis
Last Namesimonerruiz@gmail.com
Email Address7087 NW 49 Place
Home AddressLauderhill
CityFL
State33319
Postal CodeHome: (954) 790-9767
Primary Phone**Which Boards would you like to apply for?**

Housing Authority Commission: Eligible

Are you a Lauderhill resident? Yes No**How long have you been a Lauderhill resident?**

33 years

Please select all that apply: Lauderhill Business Owner**Are you a registered voter in Broward County?** Yes No**Do you have a contract or do business with the city?** Yes No

Interests & Experiences**Have you served on a City board before?** Yes No

If yes, which board? How many years?

Education Advisory Board and LHA Board

Why are you interested in serving on a board? If you have not attached a resume, please describe any qualifications, skills, and abilities you possess that would directly benefit this board.

My parents have lived in the City of Lauderhill since 1987, I moved here in 1992/93. My family has always had strong belief in giving back to community where you live. I was raised to believe the two things that matter most, is a quality education for all and a stable home life environment for a person to live a happy and productive life. As these areas have always been my passion serving on these two boards have allowed me to full my obligation of giving back to the community where I reside and serving others openly. On the Education advisory board in my tenure we where able to help raised the academic grades and performance for most the schools our children attend in Lauderhill, we were able to get programs in place to bring business and community to support our local schools. Finally, we participated in many school board meeting to get the school board members to supply our schools with the much needed upgrades. As the current Chair of The Lauderhill Housing Community we have redeveloped of infrastructure of the organization, forming committees to focus on key issues of community outreach and affordable housing partnership opportunities. We are currently working on a new branding strategy with the development of a new website and new marketing adventures with long term business partners to create a central hub in Lauderhill dealing with housing matters.

Upload a Resume

Board Specific Questions

Referral

Please indicate who referred you to this opportunity (e.g., Commissioner, Board Member, Staff, etc.).

Mayor- Staff Member Jessica

Demographics

Ethnicity *

African American

Gender *

Female

11/24/1965

Date of Birth

SIMONE RUIZ PAYNE NARCIS

7087 NW 49TH PLACE
LAUDERHILL, FL 33319
Cell (954) 790-9767
Fax (954)533-0922
SIMONERRUIZ@GMAIL.COM

Work Experience

Real Estate Agent

2017 to Present

Paralegal

Self-Employed, Ft. Lauderdale

2005 to Present

*Researched case histories in family law, including wills, trusts, estates, probate,
Small business development and custody cases
Directed case research and composed summaries of findings.
Investigated restitution claims; researched secure information; performed record checks.
Referenced authorities online and in library
Drafted reports based on research findings
Prepared legal briefs and other paperwork
Performed legal research using Lexis-Nexis*

Marketing Developer for Website

Website Production

Present

*Analyzed information technology systems to identify threats, vulnerabilities,
Countermeasures and residual risk
Administered network monitoring tools
Designed and implemented state-of-the-art computer-based Social Networking for
Business owners
Designed, documented, and deployed a network to provide electronic mail service.
Downloaded PC files from the mainframe and transferred the data into a database.
Experienced with mainframes, local area networks, document conversion, e-commerce,
and other specialized hardware and software setups.
Planned, coordinated, and implemented special projects, messaging systems, and offsite
presentation
Member of design team to reorganize the company worldwide*

Business Consulting

Small Business Development & Training

2009 to Present

*RPN-Reveling Personal Niche-Business development
RPN-Tune-Up
Storytelling Sales System-Sharing your business story (new elevator pitch)
NonProfit Coaching Academy
Branding, Growing and Sustaining Your Business*

**Trainings:*

*Back-To-Basic
Board Member
Customer Care & Service
Fundraising*

*Meeting Planning
Team Building*

Executive Director

Lauderhill Chamber of Commerce, Lauderhill

2004 to 2009

*Coordinated with marketing and sales to prepare updates for internal Web site
Interfaced with Web site designer on layout changes and site additions
Coordinated seminars, group meetings, and development workshops
Coordinated, prepared, and recorded meetings.
Coordinated recognition awards and presentations
Accepted increasing responsibility demonstrating flexibility and ability to learn quickly
Analyzed and organized office procedures, such as bookkeeping and clerical services.
Acquired excellent communication and interpersonal skills with the public
Accustomed to fast-paced, high-pressured positions, demonstrated ability to prioritize
Multiple tasks, meet deadlines, and provide quality service.*

Education / Advocate

Miami Dade County Area, Ft. Lauderdale, FL

2001 to present

**2004- Regional Advisory Committee for Educational Needs Assessment 2003- 2004
Field Organizer for Project Creo
Analyzed and organized office procedures, such as bookkeeping and clerical services.
Analyzed data and formulated solutions for specific problem areas.
Created and edited newsletters, advertisements, and brochures utilizing a variety of
Desktop publishing programs
Coordinated various public information fairs, morale boosting events, safety fairs, and
events.
Specialized in database management and creation of user-friendly forms
Created charts, graphs, letters and other business forms using the computer*

Private School Teacher

Excelsior Preparatory School, Ft. Lauderdale, FL

1996 to 1997

*Developed lesson plans that met varied student needs, evaluated and assessed children's
development, and implemented study methodologies to enhance children's progress.
Attended teacher in-services and staff meetings, maintaining strong relationships with
fellow staff and administrators.
Identified areas of difficulty and prepared lessons to assist students in overcoming them.
Observed and participated in parent-teacher conferences and contributed feedback in
course material selection, department objectives and institution direction.
Provided additional strategy for "at risk" children and their families, through individual
needs planning.
Set high expectations for student behavior, maintaining standards through classroom
management techniques and positive reinforcement, resulting in increased positive
student behavior and learning, emphasizing respect for all.*

Concierge

Grand Hyatt Hotel, Washington, DC

1988 to 1992

*Consistently recognized for excellent interpersonal skills, and strong ability to work
under pressure.
Coordinated functions and events for banquet groups in the corporate and association
markets
Organized and marketed domestic and international tours; wrote travel brochures; sold
cruises, charters, and individual tours.*

Steered successful conferences driving venue sourcing, catering, guest list and invitations, registration, and travel/accommodation arrangements.

Front Desk Clerk

Bellevue Hotel, Washington, DC

1985 to 1988

*Ensured customer satisfaction by monitoring needs and filling special requests
Verified the accuracy of charges, delivered customer checks, and ensured prompt processing of transactions.*

*Competed with co-workers to achieve sales goals
Boosted customer base and established repeat clientele.
Delivered efficient, courteous service to customers*

Education

*Keiser College, Ft. Lauderdale, FL
A.A., Paralegal Studies*

2003

*University of the District of Columbia, Washington D.C.
B.A., History*

1990

*Lafayette Senior High School, St. Louis M.O.
H.S. Diploma*

1984

Awards

Honor Roll graduate from Keiser College/Keiser College Ambassador Program

Affiliations

*Commissioner for the- Lauderhill Housing Authority
Board Member - Broward County school board Diversity committee
Board Member President- Life Skill Charter school (Broward)
Board Member - Lauderhill Educational Advisory Board
Board Member - Exceptional Student Education, [ESE] Parent advisory
Parent Partner - Internet Education Exchange, [iEdx] Parent Partner
Parent Member - Student Advisory Committee, [SAC] at Challenger Elementary*

References available by request