

Dawn Rivera

North Port, FL 34287

tailoredservices1@gmail.com

+1 941 525 6331

Highly motivated to exceed all expectations.

Authorized to work in the US for any employer

Work Experience

Owner/Operator

Broadway to Boca Entertainment - North Port, FL

May 2020 to Present

Broadway to Boca Entertainment provides event planning DJ services karaoke DJ services, wedding planning, officiant for ceremony.

I personally have over 20 years experience in event planning restaurant and bar management, country club private membership facilities.

I was training by Coral hospitality in customer care and satisfaction. I have excellent communication skills. My ability to build strong team relationships has brought me great success in staffing as well as client retention.

Human Resources Recruiter

FirstLight Home Care - Venice, FL

August 2021 to October 2023

I was hired as a receptionist/scheduler after 7 months, I was promoted to Human Resources recruiter. I currently schedule and conduct all interviews.

All applicants are thoroughly vetted, 2nd level background checks through ACHA, E-Verify, Florida State licensing for all CNA, LPN's and RN's. Reference checks, as well verifying employment. I conduct HHA certification tests, schedule nursing shifts for test remediation and orientation shifts that include, competencies and handwashing assessments.

My responsibilities also include conducting oral swab drug testing on site.

Verification of CEUs, continued education for all home health staff.

Auditing daily notes.

Updating employee certifications CPR, Car insurance, background checks, Nursing licenses.

Yearly reviews, I make recommendations for raises to the administrator.

I create the monthly newsletters.

Attend job fairs and marketing events.

Manage social media.

I am proficient in Clearcare/ Wellsky, Care Academy, Microsoft office suite

The position holds a on call phone by-weekly, 7 days consecutive, 24 hours a day.

Owner/Operator

Tailored services LLC - North Port, FL

March 2013 to January 2019

Tailored services provided home watch services, housekeeping. Air B&B management, for commercial and residential clientele.

Catering facilitator, staffing for private events. Shuttle services to and from local airports.

Food and Beverage Director

Riverwood Golf Club - Port Charlotte, FL

October 2005 to December 2011

Originally hired as the full-time head bartender, less than a year later I was offered the position of Food and Beverage Director.

My responsibilities included managing wait staff, scheduling, gratuity pay out, managing the Jonas system menu changing, pricing and server auditing, payroll sheets, inventory, as well as budgeting and end of month reports. I was also responsible for all cash drops nightly and ordered all wine and spirits, created wine lists and was in charge of all decorating for holidays and events.

My responsibility was to managing all events and banquets . My job duties for events, was to facilitate accuracy for timing and fine dining details, supervisor of all front of the house staff. Hiring and onboarding, training and ongoing certification of safe serve.

Advertising for upcoming events for the monthly newsletter, and to promote large events such as holiday parties such as New Years Eve celebrations, dinner theater, National League of Junior Cotillions, Red Hat Society high tea, and fundraisers such as Rally for a Cure, Homeless Coalition, and Don Garth Ford annual fund raiser. My largest events were 400 attendees.

Education

Associates Degree in Theology in Peer counseling

Port Charlotte, Florida - Southwest, Florida, US

2018

Skills

- Jonas hospitality Software (7 years)
- Customer Service Specialist (10+ years)
- Eye for Detail (10+ years)
- problem solving (10+ years)
- Catering
- Budgeting
- Bartending
- Fundraising
- Management
- Administrative Experience (10+ years)
- Event Planning
- Property Management (10+ years)
- Payroll (5 years)
- Human Resources (10+ years)
- Auditing (10+ years)

- Recruiting (10+ years)
- Event Marketing (10+ years)
- Events Management

Additional Information

Skills

Detail oriented

Self motivated

Gifted in problem solving skills Fast learner

Customer service specialist

trained by Coral Hospitality

Budget-conscious

Promoter of a positive joyful

workplace environment

Creative

Well Organized

Application Form

Profile

Dawn

First Name

M

Middle
Initial

Rivera

Last Name

3591 Lubec ave

Home Address

North port

City

FL

State

34287

Postal Code

tailoredservices1@gmail.com

Email Address

Home: (941) 525-6331

Primary Phone

Alternate Phone

Please list three references (name only)

Kristen White Kimberly Hickey Aubrey Chavez

Except as otherwise provided, all board members must reside in the city as least six months prior to appointment. Residency must be maintained throughout the term of office. Failure to maintain consistent residency within the city will result in automatic termination of the board appointment. One nonresident may serve as a voting member on each board, provided that the person has owned real property in the city for at least one year prior to the date of appointment. Ownership must be maintained throughout the term of office and will be determined by reviewing the Sarasota County Property Appraiser's records. Youth members must be at least 14 years-old and in high school. Board members may serve on only one board, with the exception of ad hoc, task force, or special committees appointed by the city commission.

 Yes No

Interests & Experiences

Which Boards would you like to apply for?

Art Advisory Board: Submitted

Are you currently serving on any other City Board/Committee? Board members may serve on only one board, with the exception of ad hoc, task force, or special committees appointed by the city commission.

 Yes No

Were you ever removed from a City Board/Committee due to lack of attendance?

Yes No

Do you have any relatives currently serving on a City Board/Committee or relatives that are currently serving on the same City Board/Committee for which you are applying? Relatives as defined in F.S. Chapter 112.3135; grandparents; and grandchildren may not (i) concurrently serve on the same board; or (III) concurrently serve on the city commission and a board that hears quasi-judicial items.

Yes No

Educational Background:

Have my associates degree in Theology. I was accepted to the High School Repertory Theatre in Union City, New Jersey.

Are you retired?

Yes No

Right at Home
Employer

HR coordinator
Occupation

[Dawn-Rivera.pdf](#)

Upload a Resume

Please list any Civic organizations to which you belong.

USKA-Florida, current Chapter President

Why do you desire to serve on the above Board/Committee? Please list any relative experience, if applicable.

I have a passionate desire for support systems that promote inclusivity in the arts. My greatest desire is to inspire children and young adults to harness their creativity and build confidence.

Demographics

Ethnicity *

Hispanic

Gender *

Female

Acknowledgements

Please Agree with the Following Statement

I agree that if appointed, I will serve on the above board without compensation and at the pleasure of the City Commission.

I Agree

Please Agree with the Following Statement

I agree to abide by the Sunshine and Public Records Laws and attend all mandatory training sessions.

I Agree

Please indicate if any information provided on this application is exempt under Florida Statutes Chapter 119.07.

N/A

North Port, FL

Art Advisory Board

Board Roster

Dee Dee Gozion

2nd Term Jan 14, 2020 - Jan 25, 2025

Position Member

Eva M Rathgeber

1st Term Feb 28, 2023 - Feb 28, 2026

Position Chair

Ann Marie San Antonio

1st Term Jun 17, 2024 - Jun 17, 2027

Position Member

Vacancy

Position Member

Vacancy

Position Member

Vacancy

Position Member

Vacancy

Position Member

Vacancy

Position Member

□ **Vacancy**

Position Student Member

□ **Vacancy**

Position Alternate I

□ **Vacancy**

Position Alternate II

North Port, FL

Art Advisory Board

Board Details

(a) The art advisory board shall:

- (1) Serve as an information resource to and advise the city commission on acquisitions, commissions, installation, placement, maintenance, preservation, protection, decommissions, removal, and replacement of art in public places in the city.
- (2) Review public art to be placed on private property in activity centers when the public art does not comply with the general requirements in chapter 59 of the unified land development code.

(b) The art advisory board shall advise the city commission regarding:

- (1) Installation and rotation of art exhibits at city-owned facilities; the art advisory board will also install and rotate the exhibits.
- (2) The acquisition, donation, selection, installation, and placement of public art in public places.
- (3) Public art fund expenditures per chapter 59 of the unified land development code.
- (4) Recommended local artists to create artwork for public places.
- (5) The maintenance, preservation, and protection of existing artwork in public places.
- (6) The removal or replacement of artwork in public places.
- (7) Efforts to increase public awareness and support of art in public places.
- (8) Public art applications where public art departs from the general requirements in chapter 59 of the unified land development code.

(c) The art advisory board shall perform other duties as directed by the city commission related to acquiring, commissioning, installing, placing, maintaining, preserving, protecting, decommissioning, removing, and replacing public art in public places and raising public awareness of art.

Overview

Size 11 Seats

Term Length 3 Years

Term Limit 2

Contact

Name Micheal Bodmer

Email boardapplications@cityofnorthport.com

Phone (941) 429-7061

Additional

Membership Requirements

The board shall consist of 7 Regular Members, 2 Alternates, and 2 Youth Member ages 14-17 (Youth members must be at least 14 years-old and in high school at the time of appointment and reappointment.).

Meetings

Meets the 2nd Tuesday of each month at 6:00 p.m.

Enacting Legislation

City Code Chapter 4 Article I - Boards Generally and Article III - Art Advisory Board

Enacting Resolution Website

n/a