



CITY OF FORT PIERCE

100 NORTH US HWY 1
FORT PIERCE, FLORIDA 34950
(772) 467-3065 FAX (772) 467-3841

APPLICATION FOR APPOINTMENT/REAPPOINTMENT

Name of Board or Boards for which you are applying: _____

Name:	Phone:
Home Address: City/Zip Code:	How long at this address?
Are you a citizen of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Occupation:	
Do you own a business that operates within the City of Fort Pierce? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list the address and nature of said business:	
Do you now or in the future plan to do business with the City of Fort Pierce? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, in what capacity?	
Are you employed by a business that is located within the City of Fort Pierce? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state the business and location:	
Do you have special training or knowledge in the area of: Architecture: <input type="checkbox"/> Yes <input type="checkbox"/> No Engineering: <input type="checkbox"/> Yes <input type="checkbox"/> No Real Estate Brokering: <input type="checkbox"/> Yes <input type="checkbox"/> No Contracting: <input type="checkbox"/> Yes <input type="checkbox"/> No Land Development: <input type="checkbox"/> Yes <input type="checkbox"/> No Other: Describe your education, background, training and knowledge – (feel free to attach a resume):	
Are you currently a member of a Commission-appointed board/committee? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify:	
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was the nature of the crime(s) you were convicted of:	
Referred by:	Applicant Email Address:
Date:	Applicant's Signature

APPLICATIONS EXPIRE 6 MONTHS FROM THE DATE OF SUBMISSION. PLEASE REAPPLY AS OFTEN AS DESIRED.
Please return form to: City Clerk's Office – 100 North US Hwy 1, Fort Pierce, Florida 34950
fax (772) 467-3841 or via email at lcox@cityoffortpierce.com

Gloria Baxevanis
1390 Bayshore Drive
Fort Pierce, FL 34949 US
Mobile: 202-487-1198 - Ext:
Email: gloria.baxevanis@gmail.com

Work Experience:

Smithsonian Institution -NMNH

701 Seaway Drive
Fort Pierce, FL 34949 United States

04/2018 - Present

Hours per week: 40

Administrator

Duties, Accomplishments and Related Skills:

Administrative Support: Create and maintain spreadsheets containing personnel and funding information to be used as tools for analysis of patterns and to apply towards effective management of the unit; run various reports from the database for analyzing personnel, space, funding, salary, and assigned unit equipment as required for decision-making. Serve as the channel of communication between unit and various Smithsonian administrative offices in performance of administrative and fiscal duties to ensure responsiveness of unit and Institutional needs. Respond to inquiries from the public, Federal and state government agencies, and education organizations regarding the unit's programs. Certify a large volume of domestic and international travel. Conduct day-to-day unit administration. Orient fellows, interns, visiting scientists, academics. Serve as unit property manager, responsible for accountable property and equipment in excess of \$10mil. Represent head scientist for station's administrative matters.

Personnel management: Serve as principal contact for the unit regarding personnel and payroll matters. Convey to unit staff, verbally or in writing, necessary personnel and payroll procedures and changes to procedures. As necessary, document facts regarding all disciplinary or other adverse actions within their unit, providing advice to supervisors regarding procedures involved, and preparing drafts of necessary memos as requested. Act as unit's timekeeper, tracking time and attendance.

Budget formulation: Create budgets, spending plans, and projections on various funds ranging from Federal allocations to a variety of trust funds (grants, contracts, gifts, endowments, discretionary), based on knowledge of the missions, goals, objectives, sources, types and methods of funding, and historical background of unit programs for budget presentation and use of Museum and Smithsonian administration. Prepare narrative justifications for special project funding needs, assuring that the justifications are accurately and thoroughly documented. Monitor the use and rate of expenditure of budgeted funds through review of written documents, examination of accounting records, and continuing dialogue with staff. Prepare a variety of reports covering the status of funds, expenses, and obligations.

Fund management/procurement/budget execution: Serve as UPO. COTR for all purchase orders for three department IDs. Provide advice, assistance and guidance to employees regarding procurement and contracting functions. Administer 100+ purchase orders and 30+ grants. Create purchase orders & change orders. Write Statements of Work, review contracts and proposals. Ensure unit is fiscally responsible and that correct procurement and contracting actions are always

followed . Perform post-award, procurement and contracting administrative functions for unit. Establish and maintain accountability records for funds control of the various financial matters. Review obligating documents to ensure that funds are used according to approved budgets. Responsible for monthly reconciliation, follow-through of discrepancies, and supplying a variety of reports to proper staff. Certify availability of funds for all obligating documents by signing as fund manager. Monitor fund balances and keeps management informed of budget balances and fiscal affairs. Submit invoices for payment, follow-up on payments issued or on hold and resolves match exceptions and discrepancies. Approve and reconcile pcards.

Smithsonian Institution

600 Maryland Avenue SW suite 6001
Washington DC, DC 20001 United States

01/2011 - 04/2018

Hours per week: 40

Program Manager - Smithsonian Journeys

Duties, Accomplishments and Related Skills:

Personnel management: Researched faculty specialty nationwide, recruited, conducted interviews and hired academics for 300+ educational travel programs. Responsible for fiscal, contractual, content development and interpersonal relationship with 200+ academics in various fields (archaeology, natural sciences, art, history, astronomy, etc.). Increased the number of high performing faculty by 25% YoY. Identified best-suited programs based on itinerary, co-sponsoring organization, and subject matter for each faculty. Ensured faculty's knowledge is pertinent to the program content and itinerary. Served as point of contact for all faculty and speakers. Planned and directed the work of the administrative staff, presented recommendations, negotiated best outcome solutions while establishing and maintaining effective relations with 350+ individuals with whom I worked closely. Explained the complex procedures, policies, guidelines and requirements in coordination and completion of a large volume of assignments pertaining to a huge volume of projects within a very short time frame.

Promotion and marketing: Analyzed, assessed, and recommend program promotions and marketing campaigns. Provided input on overall marketing policies for web and print, catalog, brochures, email blasts, etc. Created individual outbound marketing projects to plan, manage, and track direct mail programs as well as email initiatives and other marketing collateral. Designed, created, and deployed email blasts. Maintained comprehensive programs database. Administered and improved Salesforce SaaS implementation, workflows, templates, business procedures, etc.

Program development and implementation: Conducted research of the international educational travel market; reviewed program content and quality to ensure it complies with Smithsonian's vision and mission statements. Participated in portfolio selection panel, planning and review of program proposals. Offered input on portfolio and revenue generation opportunities. Researched, recommended, planned and executed programmatic details and special events and venues to be added to itineraries. Evaluated the quality of programs and provided recommendations for improvement. Worked closely with museums, faculty world-wide to review quality scores and maintain excellence in all programs. Responsible for planning, directing, and coordinating activities with faculty, tour operators, vendors, Smithsonian staff, and off-campus staff. Formulated procedures and standards to govern operational requirements for contracting, budgeting, staffing, etc. of Smithsonian Journeys travel tours. Developed program guidelines for faculty and tour associated staff. Lead the on-boarding process for new faculty and provide training

as needed to existing faculty. Developed personalized professional development programs for each faculty based on subject matter expertise, past performance and performance goals. Increased overall performance by 10% YoY during the last several years. Advised faculty and key management officials on matters of protocol and of details relating to Smithsonian's mission statement, Smithsonian Journeys' operating procedures, and constituency expectations. Worked with high-ranking US and foreign dignitaries to expand the educational experience by planning, coordinating, and implementing special events, such as special lunches with US Ambassadors in various countries. Work with individuals from multicultural backgrounds, from 20+ countries, plus US wide.

Program evaluation: Established evaluation criteria and metrics; prepared electronic survey templates and integrate with Salesforce. Created an automated program evaluation system to deploy evaluations to faculty based on program end date. Automated the process making the post-program evaluation process efficient and highly productive.

Fund management/budget execution: Budget responsibility ~1.5 mil annually. Monitored expenses and revenue; reconciled financial activity and prepared month end reports; tracked obligations, analyzed spending, prepared forecasts, projections and various statistics and reporting. Developed efficiencies in both financial reporting and daily operational activities. Reviewed and analyzed P&L and other financial statements; gathered data and identified opportunities to close budget gap. Tracked revenue and ensured expenses are within approved budget and tracking metrics. Established and maintained accountability records for funds control of the various financial matters relating to the work of the unit. Reviewed obligating documents to ensure that funds are used according to approved budgets. Responsible for monthly reconciliation, follow-through of discrepancies, and supplying a variety of reports to proper staff. Monitor fund balances and keeps management informed of budget balances and fiscal affairs.

Supervisor: Carol LeBlanc ((202) 633-5997)

Okay to contact this Supervisor: Yes

Smithsonian Institution

600 Maryland Avenue SW suite 6001
Washington, DC 20001 United States

06/2006 - 01/2011

Hours per week: 40

Financial and Programs Coordinator - Smithsonian Journeys

Duties, Accomplishments and Related Skills:

Administrative support: Created reports, correspondence and memoranda to senior management, Office of the Comptroller, and finance division. Reviewed Smithsonian Journeys' web page content. Crafted web and print copy for 20+ educational tours as well as individual tour brochures. Worked closely with world-renowned scholars on educational tour topics and lectures. Researched, contacted and contracted faculty based on tour's theme; negotiated contractual terms and per diems. Ran various reports from the database for analyzing personnel, funding, salary, and assigned unit equipment as required for decision-making. Worked with Educational Tour Operators and suggested changes to the program in order to enhance its educational level and to make sure that program aligns with the Smithsonian mission. Created and maintained spreadsheets containing personnel and funding information to be used as tools for analysis of patterns, etc., to apply towards effective management of the unit. Served as a member of the unit's management team. Served as the channel of communication between unit and various Smithsonian administrative offices in performance of administrative and fiscal duties to ensure responsiveness

to unit and Institutional needs. Interacted with other Smithsonian unit heads/managers and heads of various government and private entities in the performance of special projects. Responded to inquiries from the public, Federal and state government agencies, and education organizations regarding the unit's programs. Certified domestic and international travel. Served as accountable property manager for the unit. Served as the safety coordinator for the unit.

Financial management: Monitored program expense and revenue and executed projects assigned by Director and/or Senior program managers, including gathering and analyzing tour related financial and statistical data; handled tour financial information. Processed payables and receivables for the entire division (payments faculty, scholars, reimbursement to staff, contract payments to tour operators, invoices from miscellaneous vendors, charge cards, checks from passengers, tour operators, insurance premium revenue, etc). Reconciled, on a monthly basis, all financial activity for the division. Developed processes and procedures for new forms, queries, and reports to efficiently manage tour financial information thereby ensuring the smooth and auditable flow of this information to accounting for month-end close. Reviewed and analyzed P&L statements. Reviewed obligating documents to ensure that funds are used according to approved budgets. Responsible for monthly reconciliation, follow-through of discrepancies, and supplying a variety of reports to proper staff. Created and managed computerized spreadsheets/databases containing section and departmental information. Created budget costing sheets, estimated revenue and expenses for budgeting purposes, etc. Worked with the representatives of the OIG on special reconciliation projects from prior years. My efforts lead to a revenue gain of \$50k.

Supervisor: Amy Kotkin ((202) 633-5997)

Okay to contact this Supervisor: Contact me first

Smithsonian Institution

Smithsonian Institution

Washington DC, DC 20001 United States

02/2005 - 06/2006

Hours per week: 32

Administrative Assistant - Concessions and Theaters

Duties, Accomplishments and Related Skills:

Administrative support: Created and developed presentations for management, CEO, President. Designed, composed and edited a wide variety of correspondence and materials for two major departments of Smithsonian Business Ventures (minutes, memos, graphs, charts, tables, business plans). Proofread copy for spelling, grammar, and layout. Responsible for accuracy and clarity of final copy.

Fund management: Tracked budgets and expenditures of funds for multiple capital investment projects; created purchase orders and change orders for capital investment projects for all stores and food and beverage venues at the new American Art Museum and National Portrait Gallery. Created Purchase Orders for requisition of supplies, equipment, goods and services as well as for Smithsonian Stores building and maintenance works. Compiled financial information from various sources and created complex weekly/monthly financial reports. Reconciled all invoices from concessionaires and contractors. Ran financial reports; checked status of payments, followed up as needed. Reviewed and analyzed financial statements, income and expense statements, balance sheets and expense reports. Prepared travel authorization, made travel arrangements, created and submitted expense vouchers to A/P. Maintained filing system on vendors, clients, concessionaires, financial key performance indicators, weekly reports, contracts and amendments.

Personnel management: Developed and updated operational and personnel procedures as needed. Timekeeper for a unit of 10+ employees. Prepared PAF and other personnel forms. Prepared position descriptions.

Other duties: Worked with VIARC staff to provide information needed for My Smithsonian publication. Provided information for the dining guide - locations, hours, closings and menus. Responsible for tracking special events at all Smithsonian Museums when dining or simulator areas were needed. Served as liaison with Museums and concessions for special events.

Supervisor: Roland Banscher; Richard Kavanaugh; Toby Mensforth (202-633)

Okay to contact this Supervisor: Yes

United States Holocaust Memorial Museum

100 Raoul Wallenberg Place
Washington DC, DC 20001 United States

03/2003 - 12/2005

Hours per week: 10

Volunteer- Archives

Duties, Accomplishments and Related Skills:

Administrative support: Various duties as required, several research projects involving translation of documents issued by various European governments before, during and after the WWII. Substantial involvement in the creation of finding aids for the Romanian collection RG-25.023M – organizing, translating to English; editing material from the Ministry of Interior of Romania based on USHMM archival methods – ongoing. This project gave me the opportunity to become familiar with archival and library circulation functions and methods; with procedures related to the routine aspects of daily operations of a large scale archive and lending library. Translated document to document and audio and video files to document various official documents issued by the Romanian Government during the 1940s. Translated written and audio material from Romanian and Hungarian to English and vice-versa.

Reviewed numerous materials dating from WWII, translated, summarize, and presented to scholars and historians. Based on instructions from archive's staff retrieved books, publications, microfilms and microfiche reels, video and electronic material from the extensive archives of the USHMM and from the cold storage. Processed documentation requests, prepared information for scholars and researchers. Assisted readers, scholars, staff, and volunteers in locating books and publications in catalogue and on shelves; researched request for specific information for visiting scholars, assisted archivist in retrieving and distributing materials to researchers. Assisted scholars translating other materials from Greek, French, and German.

Supervisor: Michlean Amir (202-488-6113)

Okay to contact this Supervisor: Yes

Smithsonian Magazine

Washington, DC United States

02/2003 - 03/2005

Hours per week: 20

Volunteer - Smithsonian Magazine

Duties, Accomplishments and Related Skills:

Electronic cataloging for the Smithsonian Annual Photo Contest. Scanned, logged into custom developed database built to specifications, all photos submitted by public. Maintained database, retrieved information when requested by staff and judging committee. Assisted staff to locate photos in the database, printed a variety of database reports based on numerous requests. Position required good database skills as well as effective communication skills.

Toys Gulliver Romania

3 Postei street, Targu Mures
Targu Mures, Romania

09/2000 - 11/2002

Hours per week: 40

VP Finance and Operations

Duties, Accomplishments and Related Skills:

Financial management and operations: Instrumental in the management of a medium sized Hungarian-Romanian toy retail/distribution company with 45 employees across 6 locations throughout Romania. Responsibilities included: Product pricing, invoicing, contract negotiation, accounts payable and receivable management, fleet (truck) management, insurance (employees, inventory). Worked with chief accountant in cash flow statement preparation, profit and loss statements and other financial reports. Created cost estimates and predictions and negotiated bank loan agreements. Researched potential financing possibilities. Contracted new suppliers/clients. Gathered data to analyze new products for market viability and corresponding profit margins. Developed business plans and negotiated new loans with various banks.

Personnel management: Processed HR information, including employee contracts, benefits, and government social services documentation. Designed and arranged television, radio, and newspaper advertisements, and set up special co-promotions with vendors and regional distributors.

Other: Substantial involvement in developing the company's own inventory management software applications in 2001-2002.

Supervisor: Barabas Istvan (+40.26.522.2689)

Okay to contact this Supervisor: Yes

Rhododendron Environmental NGO

Targu Mures
Targu Mures, Romania

01/1997 - 10/2001

Hours per week: 10

Volunteer - Secretary General

Duties, Accomplishments and Related Skills:

Responsible for overall good functioning of office of environmental NGO. Provided administrative support to president and vice president, insured all office supplies in stock at all times, insured office equipment in working order. Analyzed, recommended and purchased new equipment as needed. Trained members on IT issues. Managed 3 international projects: Sustainable Europe, Environment for Europe and New Items for Central and Eastern Europe. Attended several conferences in different European countries and organized conferences with various international attendees. Managed the publishing of several environmental publications on special interest for CEE.

Translated handbooks and documentation related to projects, drafted Romanian national report, organized national debates, edited Romanian final report and presented it to Romanian National NGO Summit.

Contributed to several publications on Sustainable Development.

Supervisor: Istvan Sido (+40.21.210.72.55)

Okay to contact this Supervisor: Yes

Lambda Communications

48 Avram Iancu st. Targu Mures

Targu Mures, Romania

08/1991 - 09/2000

Hours per week: 40

Assistant Manager of Finance and Operations

Duties, Accomplishments and Related Skills:

Assisted in the management of a small IT & Telecommunications company providing voice and data solutions to small and medium sized organizations. Helped develop the company's Internet presence by creating the HTML contents and layout. Translated various product (computers, printers, facsimile machines, PBX's, alarm systems, etc.) documentation from English to Romanian. Designed and arranged television, radio, and newspaper advertisements, and set up special co-promotions with product vendors or distributors. Processed HR information, including employee contracts, benefits, and government social services documentation. Product pricing, invoicing, supplier/client correspondence. Drafted international sales contracts (with Hungary, Germany, Israel).

Managed the group responsible for IT training including curriculum creation, lab setup, course presentation, workbooks and tests. Over a 3-year period more than 450 students from diverse backgrounds successfully completed the various courses.

Responsible for acquisition of office supplies, scheduling maintenance for all equipment.

Extensive involvement in developing the company's specific invoicing/inventory software.

Supervisor: Margit Losonczy (+40-265-211361)

Okay to contact this Supervisor: Yes

Education:

Technical University Targu Mures Romania

Bachelor's Degree 06/1991

Relevant Coursework, Licenses and Certifications:

Degree accredited by Global Credential Evaluators, Inc.

Job Related Training:

Essentials of Finance and Accounting for Non-Financial Managers - Washington DC, 2006

Business Writing and Grammar Skills - Washington DC, 2006

MS Excel Advanced - Washington DC, 2006

MS Access Advanced - Washington DC,

Principles of Accounting, Washington DC, 2007

Principles of Speech Communication, Washington DC, 2007

Language Skills:

Language	Spoken	Written	Read
German	Novice	Novice	Novice
Modern Greek (1453-)	Novice	Novice	Novice
French	Novice	Novice	Novice
Hungarian	Advanced	Advanced	Advanced
Italian	Novice	None	Novice
Romanian	Advanced	Advanced	Advanced

References:

Name	Employer	Title	Phone	Email
Jim Douglas	Smithsonian Institution OHR	Director of HR (ret)	202-633-6301	douglasjd@si.ed
Tova Jaffe	Smithsonian Institution, Treasury	Treasury Management	202-633-7145	jaffet@si.edu
Francisco Dallmeier	Smithsonian Institution, NZP	Director, SI/MAB Biodiversity Program	202-633-4782	dallmeierf@si.edu
Jim Zimbelman	NASM	Geologist	202-633-2471	zimbelmanj@si.edu

Miscellaneous certificates

Various SI procurement coursework and certificates: COTR1; COTR2, UPO \$10k, etc. – see HRMS records

Essentials of Finance and Accounting for Non-Financial Managers - Washington DC, 2006

Business Writing and Grammar Skills - Washington DC, 2006

MS Excel Advanced – Washington DC, 2006

MS Access Advanced - Washington DC, 2006

Accounting Certificate - Free University – Targu Mures, Romania, 1998

Competitive Management Course - Open University, Targu Mures, 1998

Junior Fellow Certificate – Regional Environmental Center for Central and Eastern Europe, Budapest, Hungary 1996

COMPUTER SKILLS

MS Office (Word, Excel, Access, Power Point, Outlook)

MS FrontPage, CorelDraw, WordPerfect

Adobe Photoshop, Adobe Acrobat, Adobe InDesign, PageMaker, Ventura Publisher, FoxPro, FoxBASE, Pascal

Lawson Financials

Salesforce

ERP; HRMS; EPMS, Concur, etc.