

Crystal Griggs-Epps

From: noreply@civicplus.com
Sent: Wednesday, January 30, 2019 1:55 PM
To: Crystal Griggs-Epps; Maria Rodriguez
Subject: Online Form Submittal: Board Application Form

The following form was submitted via your website: Board Application Form

Select the Board, Commission, or Committee applying for:: Development Authority of the City of Hapeville ,Main Street Board,TPD Committee

Name:: Cecilia Reme'

Home Address:: 3208 North Fulton Ave

Home Phone Number:: [REDACTED]

Business Phone Number:: [REDACTED]

Occupation:: Corporate Trainer

Email Address:: [REDACTED]

Why do you want to serve on a Board or Commission?: I would like to serve on a Board or Committee to contribute my knowledge, time and efforts towards the further advancement, development, beautification and progression of the city of Hapeville and it's residents. As a resident of the community, I want to see our city continue to grow and move in a creative, professional and inclusive direction.

Are you available in the evenings? : Yes

If yes, which evenings are best for you? : Monday ,Tuesday,Wednesday,Thursday,Friday

Length of Residency in League City:: 1yr

High School:: Palisades High School, Pacific Palisades, CA

College:: Georgia State University

Trade or Business School::

Hobbies:: Cooking, Traveling

Are you currently serving on other Boards, Commissions, or Committees?: Yes

If yes, which:: 3 work related committees overseeing the development and maintenance of course curriculum

Have you served on a Board, Commission, or Committee before?: No

If yes, which::

Please list organization memberships and positions held::

Please List Areas of Special Interest: Planning, development, oversight

Please Enter Basic Resume Information Below: Cecilia Reme'

3208 North Fulton Ave, Atlanta, GA. 30354

Mobile: [REDACTED]

SUMMARY

I'm a results-oriented team-player eager to bring strong training, designing and leadership skills to an established yet growing company seeking a top-level professional. I'm dedicated and focused, excelling in prioritizing, multi-tasking and following through to achieve goals.

EDUCATION

Georgia State University
Atlanta, Georgia

Bachelor of Arts, English

EXPERIENCE

FASTENAL SCHOOL OF BUSINESS, Atlanta, GA.

Corporate Trainer

02/15 - Present

- ☐ Conduct Instructor lead classroom and Virtual training sessions
- ☐ Design and develop occupational related courses for company employees
- ☐ Employing business metrics to assess various course training's
- ☐ Assess students based on training performance for career growth and development
- ☐ Identify and provide coaching opportunities for employees and students
- ☐ Develop and maintain company wide departmental and emergency procedures directories
- ☐ Course committee member instrumental in maintaining, updating and revising course curriculum
- ☐ Contributing to course auditing

PRECIOUS TOTS DAYCARE, Duluth, GA.

Owner/Manager 05/08 - 02/15

- ☐ Supervised and trained staff on daily operations
- ☐ Directed daily operations and administrative functions for the early learning facility
- ☐ Evaluated staff performance and provided job-specific feedback and coaching to increase productivity
- ☐ Ensured compliance with applicable federal, state, and local regulations
- ☐ Approved payroll and managed confidential personnel records
- ☐ Developed and administered the annual budget
- ☐ Maintained accounts payable/receivable documentation
- ☐ Analyzed, approved, and reconciled facility expenditures

ASHLEY FURNITURE, Duluth, GA.

Visual Merchandiser/Inventory Auditor

03/06 - 01/08

- ☐ Managed design, re-design and decoration of store showroom
- ☐ Managed on-hand supply of furniture, accessories, and artwork for showroom and for purchase
- ☐ Set pricing

- ☐ Consulted and advised customers on furniture and home design selections
- ☐ Conducted and documented quarterly inventories
- ☐ Managed inventory receivables

SKILLS

Facilitation Curriculum Design Customer Service Oriented Microsoft Office Proficient
Deadline Oriented Complex Problem Solver Excellent Organizational Skills
Project Management Coaching LMS and SMS proficient LEAN

Please provide three references:: Arnold Martin [REDACTED]; Wayman Anderson [REDACTED]; Maria Maxie-Whitfield [REDACTED]

Electronic Signature (First, Last): Please be aware that an electronic signature is as legally binding as a handwritten signature.: Cecilia Reme'

Additional Information:

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