

CITY OF PEMBROKE PINES
ADVISORY BOARD AND COMMITTEE APPLICATION FORM

Please return the signed and completed application form and a recent resume to: City of Pembroke Pines, City Clerk's Office, 601 City Center Way, Pembroke Pines, Florida 33025.*

***NOTE: YOUR RESUME MUST ACCOMPANY THIS APPLICATION IN ORDER FOR THE APPLICATION TO BE CONSIDERED.**

Please type or use dark ink to complete this form.

Applicant Name Laurie Henriquez

Race* Hispanic National Origin* USA

Occupation Customer Relationship Manager

Street Address 600 NW 86 Ave., Pembroke Pines, FL

Subdivision _____

Home Telephone 754368-4546 Business Telephone 954-456-0546

E-mail Address elaurie@gmail.com

Length of Residence in Pembroke Pines (if applicable)	<u>23</u> Years	<u>10</u> Months
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Length of Time as Business Person in Pembroke Pines (if applicable)	<u> </u> Years	<u>1</u> Months
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Are you a registered voter? Yes Pembroke Pines District No. _____ Precinct No. _____

Do you have a criminal record? No If yes, please explain. _____

Have you ever been convicted of a felony? No If yes, please explain. _____

Do you have any criminal charges pending? No If yes, please explain. _____

Do you have any relatives employed by the City? No If yes, please state name(s): _____

Are you aware of any potential conflict of interest that may arise from your serving on this/these board(s)? No If yes, please explain. _____

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CITY OF PEMBROKE PINES

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Does your business, or your employer have any contractual relationship with, or do any business with the City? No If yes, please explain.

Do you have monies owed to the City that are delinquent? Yes If yes, please explain.
Getting current with utility bill.

Do you have any pending code violations relating to property owned by you in the City? No
If yes, please explain.

Do you have any violations relating to other City codes? No If yes, please list:

*The responses to these items is optional. The City is interested in providing for cultural diversity on its Advisory Boards and Committees, and seeks this information solely in order for the City to further its goal to provide for diversity on its Advisory Boards and Committees.

Which board or committees are of interest to you? Please indicate up to three preferences by ranking. Please denote your first choice with a “1,” etc. Please place a number adjacent to any board or committee for which you wish to be considered. If you do not place a number next to a board or committee, the City Commission will not be able to consider you for that board or committee.

Arts & Culture Advisory Board

Affordable Housing¹

Board of Adjustment

Charter High School Advisory Board²

Economic Development Board

Education Advisory Board

Environmental Advisory Board

Planning & Zoning Board

Police and Fire Pension Fund Board

Citizens Committee/Hurricane Prep
(Ad Hoc)

Diversity & Heritage Advisory Board

Social Media Committee (Ad Hoc)

Charter Review Board³

Public Art Committee (PAC) New

Budget Committee (A.Castillo)

¹You must complete the “Supplement to Application for Affordable Housing Committee.”

²Representative of Educational or Business sector of the Community

³This Board is convened once every five years

Please provide a brief statement outlining why you wish to serve on the board(s) you have indicated above.

I wish to serve because I believe that a thriving business environment is

fundamental to the overall progress of our city. With a Barchelos

in Finance and over a decade of hands-on experience in commercial

finance, I've developed a set of skills to help start-ups and small businesses

manage their cash flow and grow. I am eager to bring my skills

and enthusiasm to the table to assist with the future of our city.

I look forward to collaborating with fellow board members and the community.

I hereby certify that all statements made in this application are true and complete. Permission is granted to the City of Pembroke Pines to investigate and verify criminal and credit history and any information provided on this and successive documents completed for purposes of my appointment to the City Board or Committee. In return for consideration of my application, I release any person who provides information pertaining to me from all claims or liabilities that might otherwise result from such information or opinions.

1/10/2024

Applicant's Signature

Date

Applications for board and committee vacancies are accepted throughout the year. For additional information, please call the City Clerk's Office at (954) 450-1050.

SUPPLEMENT TO APPLICATION FOR "AFFORDABLE HOUSING COMMITTEE"

PLEASE CHECK ALL POSITIONS FOR WHICH YOU ARE QUALIFIED

- Actively engaged in the residential home building industry in connection with affordable housing.
- Actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- Representative of those areas of labor actively engaged in home building in connection with affordable housing.
- Actively engaged as an advocate for low-income persons in connection with affordable housing.
- Actively engaged as a for-profit provider of affordable housing.
- Actively engaged as a not-for-profit provider of affordable housing.
- Actively engaged as a real estate professional in connection with affordable housing.
- Actively serves on the local planning agency pursuant to Section 163.3174, Florida Statutes.
- Resides within the municipal boundaries of the City of Pembroke Pines.
- Represents employers with the City of Pembroke Pines.
- Represents essential services personnel, as defined in the City's Local Housing Assistance Plan.

LAURIE HENRIQUEZ

elaurieh@gmail.com | 754-368-4546 | Pembroke Pines, FL

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OBJECTIVE: To obtain a position where my skills and knowledge will be utilized and challenged.

SKILLS: Strong communicator, great customer service skills, analytical with an eye for decision making and problem solving, independent worker with a great team spirit! Fluent in English and Spanish.

TECHNICAL KNOWLEDGE AND APPLICATIONS: • Microsoft Office products • Google Workspace • QuickBooks • Wave • SAP • AS 400 • LexisNexis • Ansonia • Cortera / Moody's • D&B • Factor View • Factor SQL • Cadence (ProfitStars) • Improveit 360 • Salesforce • CRMs • Slack • Trello • Adobe • Other work related applications.

PROFESSIONAL EXPERIENCE

Customer Relationship Manager	Rev Capital	December 2024 to Present
Senior Account Executive	Commercial Finance Partners	July 2022 to December 2023
Collateral Analyst	eCapital	February 2020 - July 2022

- Responsible for funding clients while utilizing their invoice as collateral. Tracked sales, processed assignments, verified invoices and prepared requests for cash advances.
- Reviewed clients' customers' credit worthiness and risk, monitored fees, collected payments on factored invoices, obtained credit insurance and analyzed financial statements. Recommended and monitored credit limits.
- Reconciled funds and performed bank - related transactions, prepared month end reports and maintained accurate data in the system.
- Corresponded and informed clients regarding issues affecting their accounts. Monitored incidents that might affect cash - flow such as bankruptcy, fraud, or tax liens. Trained temporary staff, coached new hires, and supported the business development team.

Finance Coordinator	Florida Solar and Air	August 2018 to January 2020
	<ul style="list-style-type: none">• Processed payments or financing on completed project, negotiated payment arrangements on delinquent accounts, generated invoices and submitted lien requests.• Communicated with different departments within the organization to ensure projects were on track for completion. Measured customer satisfaction.• Managed aging report, conducted collection calls on delinquent accounts, maintained financing pipeline flowing, and assisted accountant with other related matters (payroll, new hires, calls, expenses).	

Fraud Investigator	Safeguard Service LLC	August 2010 to May 2018
	<ul style="list-style-type: none">• Processed investigations based on lead/allegation to determine if potential fraud was committed. Obtained and analyzed data (claims history, provider filings) to gauge exposure. Performed background checks.• Conducted interviews of patients, doctors, and other health care professionals. Performed site verification and field interviews. Maintained managers and leads abreast of investigations. Transcribed reports and recorded actions on the company's investigation module.• Determined applicable actions to be performed on the investigations (law enforcement referral, administrative actions or closing the lead). Complied with all healthcare privacy regulations, confidentiality, and security. Followed procedures pertaining to documentation and record keeping.	

Credit Cards Coordinator	Priority One Credit Union	August 2008 to August 2010
	<ul style="list-style-type: none">• Assisted underwriter with managing the credit cards department; reviewed credit reports and monitored accounts; researched new products and marketing ideas for card holders. Kept Vice President of Lending abreast of credit card portfolio.• Responsible for all credit cards related inquiries; lost or stolen, compromised accounts, fraud, line increases, payments, fees, charge backs, closed and renewed accounts, delinquency, and collections. Provided excellent customer service.	

EDUCATION: BA, Finance, Florida Atlantic University 2004

ENTREPRENEUR: Founder Source Business Capital 2021 & Enotary Services 2020

linkedin.com/in/laurie-henriquez