

CITY CLERK'S OFFICE
CITY OF PEMBROKE PINES
2024 FEB 12 PM 5:23

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 Larissa A. Chanzas

Race** Hispanic National Origin** Dominican American

Occupation Technology Support Specialist - Business Owner

Street Address 18410 NW 11th Court

Subdivision Chapel Lakes

Home Telephone 954-830-8919 Business Telephone 954-830-8919

E-mail Address Larissfla@yahoo.com

Length of Residence in Pembroke Pines 30 _____
(if applicable) Years Months

Length of Time as Business Person in 5 _____
Pembroke Pines (if applicable) Years Months

Are you a registered voter? yes Pembroke Pines District No. 4 Precinct No. 103

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)? None If yes, please explain. _____

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? No If yes, please explain.

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 response to these entries 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

X _____ Auditor Selection Committee

_____ 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**

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.

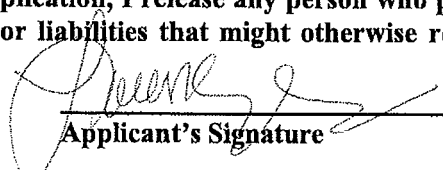
I have a background in business and technology with 30 years experience
with audit, inventory and finance. All my job audits are clear without exceptions.

I also worked in my parents accounting and auditing firm for over 10 years.

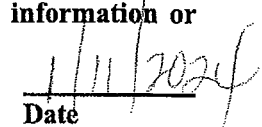
I have served the community and Broward County in various
capacities including interim Commissioner for District 4, chair of
Pembroke Pines Diversity and Heritage advisory board, SBBC Diversity committee
SBBC Parent, student and business advisory board and over ten years
serving on the Broward Schools Technology advisory board.

I have experience in legislative affairs as an assistant to a State Rep.
and currently serve on various non profit boards serving 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.



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.

Larissa Chanzas

18410 NW 11th Court
954-830-8919
larissfla@yahoo.com



RELEVANT WORK & CIVIC EXPERIENCE:

PEMBROKE PINES CITY COMMISSIONER, DISTRICT 4 (INTERIM)

- 2020 MARCH – AUGUST

Office Manager/ Junior Staff Auditor

Reyes D & Associates, CPAs

Managed firm wide accounting, financial transactions and record keeping for a CPA firm that specialized in providing professional Auditing services.

Reconciled and balanced multiple accounts; Compiled statistical reports for management; Generated invoices; compiled and prepared monthly statements; Investigated and resolved account discrepancies; Managed data capture system, accounts receivable and accounts payable functions; Balanced cash accounts; Prepared post sales invoices.

Separately, worked in the field as a staff auditor when necessary and performed various audit tasks and work, performing, and working under the supervision of firm Accounting Managers, Seniors, Partners.

Legislative Aide-Community Outreach/ State Rep. Rick Stark

Collaborated with community leadership and community organizations, with the goal of promoting, supporting, and providing necessary and critical services to the community; Proposed and developed legislative recommendations and organized meetings and conducted public outreach with the goal to bring together diverse segments of the community.

IT Administrator/ Broward County Public Schools

- Administer software development and authentication, hardware and software applications, deployment security.
- Project management including installation, and supervision of strategic projects; Manage computer network systems including virtual LAN, WAN Networks, active directory, server management and security servers, video surveillance support with Ai technology, printer server management, etc.
- Support enterprise applications used in word processing, spreadsheets, databases, presentations, electronic mail, cloud storage, and various other technology related applications.
- Responsible for audits and Inventory and my site. Large database creation and administration.
- Web and Multimedia design management.

Education & Certifications:

Universidad Pedro Henríquez Ureña - 4 years Business Studies/Finance in Dominican Republic

SAP Architecture; Public Speaking; Telecommunications; Oracle 11i10 E-Business Suite; Microsoft Office Suite (MOS)

Industry Certified in PowerPoint, Word, and Excel; Microsoft Technology Associate (MTA) Industry Certification Exam in HTML & CSS Programming Languages; Programming Languages JavaScript, Python, HTML, CSS, Pseudocode. AI; Broward College – Graphic Design and Multimedia Certification.

Community Involvement

Present Member Pembroke Pines Economic Development Board

Past Pembroke Pines Diversity and Heritage Board Chair

Past Board Member SBBC Technology Advisory Board, Facilities Task Force and Diversity Advisory Board.

Member Broward Schools Parent Community Involvement Committee

Past Board Member of various schools SAC, SAF PTSA, PTA