

**Taylor O'Brien**

**From:** Deborah Karlsson  
**Sent:** Thursday, January 28, 2021 8:37 AM  
**To:** Allison Saabye; Taylor O'Brien  
**Subject:** FW: OPRA request - Salary Increase, Job Titles, and Resumes

RECEIVED  
CLERK'S OFFICEJAN 28 AM 9:31  
CITY OF HACKENSACK

-----Original Message-----

**From:** Frank Unger <[opra+request-19942-53e2de46@requests.opramachine.com](mailto:opra+request-19942-53e2de46@requests.opramachine.com)>  
**Sent:** Thursday, January 28, 2021 6:48 AM  
**To:** Deborah Karlsson <[dkarlsson@hackensack.org](mailto:dkarlsson@hackensack.org)>  
**Subject:** OPRA request - Salary Increase, Job Titles, and Resumes

Dear Hackensack City,

This is a request for public records made under OPRA and the common law right of access. I am not required to fill out an official form. Please acknowledge receipt of this message.

Records requested:

Salary increases and job title changes associated with such increase; for all non-contractual employees from 2010-the date of this request. A copy of all Open Competitive Announcements within the City of Hackensack as per NJ Civil Service Guidelines from 2000-the date of this request. A copy of resumes for non-competitive positions from 2000-2021.

Yours faithfully,

Frank Unger

Please use deliver records electronically via email to the below UNIQUE address for all replies to this request:  
[opra+request-19942-53e2de46@requests.opramachine.com](mailto:opra+request-19942-53e2de46@requests.opramachine.com)

Is [dkarlsson@hackensack.org](mailto:dkarlsson@hackensack.org) the wrong address for OPRA requests to Hackensack City? If so, please contact us using this form:

[https://opramachine.com/change\\_request/new?body=hackensack\\_city](https://opramachine.com/change_request/new?body=hackensack_city)

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

<https://opramachine.com/help/officers>

View this OPRA request & responses online:

[https://opramachine.com/request/salary\\_increase\\_job\\_titles\\_and\\_r](https://opramachine.com/request/salary_increase_job_titles_and_r)

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.





DEBORAH KARLSSON, RMC  
CITY CLERK

ALLISON R. SAABYE, RMC  
DEPUTY CITY CLERK

## CITY OF HACKENSACK

### OPEN PUBLIC RECORDS REQUEST RESPONSE

City Clerk's Office  
65 Central Avenue, 3<sup>rd</sup> Floor  
Hackensack, NJ 07601  
(201)-646-3940  
Fax: (201) 457-1466

DATE: March 1, 2021

TO: Frank Unger

The below-referenced OPRA request was received by this office on January 28, 2021. Because the City is still operating under emergency conditions due to the COVID-19 pandemic, and as authorized by P.L. 2020, c. 10, the City advised you that it would need at least until March 2, 2021 to provide its response. As such, this response is timely under law.

#### **Your OPRA request seeks the following records:**

*Salary increases and job title changes associated with such increase; for all non-contractual employees from 2010-the date of this request. A copy of all Open Competitive Announcements within the City of Hackensack as per NJ Civil Service Guidelines from 2000-the date of this request. A copy of resumes for non-competitive positions from 2000-2021.*

With respect to your request for "salary increases and job title changes associated with such increase; for all non-contractual employees from 2010-the date of this request," be advised that the City's Finance Department has confirmed that the only record that would contain such responsive information is the City's Payroll Register, which does not distinguish between employees you categorize under the undefined terms "contractual" and "non-contractual." Moreover, employee salary changes may occur at any time during the course of a year, although most annual salary increases occur on January 1. Thus, the only way to comply with this request as written would be supply a Payroll Register for each pay cycle since 2010, which would represent over 30,000 pages of documentation - all of which would have to be compiled, and then reviewed and redacted. As such, this is an overly broad request that would require an extraordinary expenditure of time and effort to fulfill and at a minimum would be subject to a special service charge you would have to pay to reimburse the cost of the City's labor required to comply with your request. If that is something you wish to pursue, please advise and we will give you a estimate whether that is feasible, and if so the cost and the amount of time required to complete this project. Please further understand that due to the COVID-19 emergency and manpower limitations, this would take a substantial amount of time to fulfill. As an alternative, the City suggests that it provide you with the first complete payroll of each year. Sample pages (5 in total) from the first Payroll Register of 2011 are included for your review and consideration. Employee deductions are redacted because they could disclose personal information regarding an employee's



DEBORAH KARLSSON, RMC  
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## **CITY OF HACKENSACK**

### **OPEN PUBLIC RECORDS REQUEST RESPONSE**

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65 Central Avenue, 3<sup>rd</sup> Floor  
Hackensack, NJ 07601  
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dependents and this information is not responsive to your request. Please let me know how you want to proceed.

With respect to your request for a "copy of Open Competitive Announcements within the City of Hackensack as per NJ Civil Service Guidelines from 2000-the date of this request, the City's Personnel Department has reviewed its files and advises it only maintains these records from 2016-present. Attached are the records responsive to your request, a total of 44 pages.

With respect to your request for "resumes for non-competitive positions from 2000-2021, please be advised that the City is not required to disclose resumes of unsuccessful job applicants as per EO 26 (McGreevey) and the case law interpreting same. Additionally, the City does not maintain a master file of resumes. However, in an effort to be responsive the City has attempted to review its files and has located various resumes believed responsive to your request, a total of 68 pages. Non-public information including the employee's phone number, address and personal e-mail have been redacted as authorized by law.

Please advise if you have any questions regarding the foregoing. Otherwise, the City will consider this request to be satisfactorily fulfilled.

Date: March 1, 2021

City Clerk: Deborah Karlsson, RMC

# #B629S192 City Of Hackensack

| Payroll Register (S109) |                          |  |  |
|-------------------------|--------------------------|--|--|
| Check Date :            | 01/07/2011-1             |  |  |
| Period Range :          | 12/26/2010 TO 01/08/2011 |  |  |
| Week Number :           | Week #1                  |  |  |

| Employee Name                                | Rate of Pay | Hours | Current Amount | YTD   | Amount   | Salary Deductions Description | Frequency | Current Amount | YTD Amount | Taxes Description | Check Number   | Check Date | Check Type | Net Check |
|----------------------------------------------|-------------|-------|----------------|-------|----------|-------------------------------|-----------|----------------|------------|-------------------|----------------|------------|------------|-----------|
| <b>Department: 100104 - City Mgr</b>         |             |       |                |       |          |                               |           |                |            |                   |                |            |            |           |
| Abdelhour, Alexis S - 099950 - XXX-XX-XXXX - |             |       |                |       |          |                               |           |                |            |                   |                |            |            |           |
| 01 Regular                                   | 10.00       | 42.50 | 425.00         | 42.50 | 425.00   |                               |           |                |            |                   | 11718          | 01/07/2011 | Regular    | 392.54    |
|                                              |             |       |                |       |          |                               |           |                |            |                   | OASDI          |            | 17.85      | 17.85     |
|                                              |             |       |                |       |          |                               |           |                |            |                   | Medicare       |            | 6.16       | 6.16      |
|                                              |             |       |                |       |          |                               |           |                |            |                   | State NJ (A/0) |            | 6.38       | 6.38      |
|                                              |             |       |                |       |          |                               |           |                |            |                   | NJ-EE-SUI      |            | 0.79       | 0.79      |
| Check Totals:                                |             | 42.50 | 425.00         | 42.50 | 425.00   |                               |           |                |            |                   |                |            | 31.18      | 31.18     |
| Coccaro, Barbara M - 001580 - XXX-XX-XXXX -  |             |       |                |       |          |                               |           |                |            |                   |                |            |            |           |
| 02 Salary                                    | 21.77       | 0.00  | 1,523.72       | 0.00  | 1,523.72 |                               |           |                |            |                   | -99966824 Memo | 01/07/2011 | Regular    | 0.00      |
|                                              |             |       |                |       |          |                               |           |                |            |                   | Federal (S/1)  |            | 156.45     | 156.45    |
|                                              |             |       |                |       |          |                               |           |                |            |                   | OASDI          |            | 62.62      | 62.62     |
|                                              |             |       |                |       |          |                               |           |                |            |                   | Medicare       |            | 21.62      | 21.62     |
|                                              |             |       |                |       |          |                               |           |                |            |                   | State NJ (A/1) |            | 28.50      | 28.50     |
|                                              |             |       |                |       |          |                               |           |                |            |                   | NJ-EE-SUI      |            | 2.82       | 2.82      |
| Check Totals:                                |             | 0.00  | 1,523.72       | 0.00  | 1,523.72 |                               |           |                |            |                   |                |            | 272.01     | 272.01    |
| Flannigan, John F - 099450 - XXX-XX-XXXX -   |             |       |                |       |          |                               |           |                |            |                   |                |            |            |           |
| 02 Salary                                    | 50.54       | 0.00  | 3,537.70       | 0.00  | 3,537.70 |                               |           |                |            |                   | 11719          | 01/07/2011 | Regular    | 2108.96   |
|                                              |             |       |                |       |          |                               |           |                |            |                   | Federal (S/1)  |            | 612.82     | 612.82    |
|                                              |             |       |                |       |          |                               |           |                |            |                   | OASDI          |            | 146.22     | 146.22    |
|                                              |             |       |                |       |          |                               |           |                |            |                   | Medicare       |            | 50.48      | 50.48     |
|                                              |             |       |                |       |          |                               |           |                |            |                   | State NJ (A/1) |            | 155.72     | 155.72    |
|                                              |             |       |                |       |          |                               |           |                |            |                   | NJ-EE-SUI      |            | 6.54       | 6.54      |
| Check Totals:                                |             | 0.00  | 3,537.70       | 0.00  | 3,537.70 |                               |           |                |            |                   |                |            | 971.78     | 971.78    |

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| Payroll Register (S109) |                          |  |  |
|-------------------------|--------------------------|--|--|
| Check Date :            | 01/07/2011-1             |  |  |
| Period Range :          | 12/26/2010 TO 01/08/2011 |  |  |
| Week Number :           | Week #1                  |  |  |

| Employee Name                                   | Rate of Pay | Social Security Number |          | YTD Amount | Frequency | Taxes | Check Number | Check Date | Check Type | Net Check |
|-------------------------------------------------|-------------|------------------------|----------|------------|-----------|-------|--------------|------------|------------|-----------|
|                                                 |             | Current                | YTD      |            |           |       |              |            |            |           |
| Levin, Norman J - 001551 - XXX-XX-XXXX -        |             | Hours                  | Amount   | Hours      | Amount    |       |              |            |            |           |
| 02 Salary                                       | 27.61       | 0.00                   | 1,932.93 | 0.00       | 1,932.93  |       |              |            |            |           |
| 18 Group Term                                   | 0.00        | 0.00                   | 4.70     | 0.00       | 4.70      |       |              |            |            |           |
| Check Totals:                                   |             |                        |          |            |           |       |              |            |            |           |
|                                                 |             | 0.00                   | 1,937.63 | 0.00       | 1,937.63  |       |              |            |            |           |
| Lo Iacono Jr., Stephen - 099642 - XXX-XX-XXXX - |             | Hours                  | Amount   | Hours      | Amount    |       |              |            |            |           |
| 02 Salary                                       | 89.60       | 0.00                   | 6,271.96 | 0.00       | 6,271.96  |       |              |            |            |           |
| Check Totals:                                   |             |                        |          |            |           |       |              |            |            |           |
|                                                 |             | 0.00                   | 6,271.96 | 0.00       | 6,271.96  |       |              |            |            |           |
| Panny, Charlotte - 001256 - XXX-XX-XXXX -       |             | Hours                  | Amount   | Hours      | Amount    |       |              |            |            |           |
| 02 Salary                                       | 42.87       | 0.00                   | 3,001.23 | 0.00       | 3,001.23  |       |              |            |            |           |
| Check Totals:                                   |             |                        |          |            |           |       |              |            |            |           |
|                                                 |             | 0.00                   | 3,001.23 | 0.00       | 3,001.23  |       |              |            |            |           |

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## Payroll Register (S109)

|                |                          |
|----------------|--------------------------|
| Check Date :   | 01/07/2011-1             |
| Period Range : | 12/26/2010 TO 01/08/2011 |
| Week Number :  | Week #1                  |

| Employee Name                            | Social Security Number |             |       | Salary         |            | Frequency              |                | Check Number      |                | Check Date |              | Check Type |            | Net Check  |            |
|------------------------------------------|------------------------|-------------|-------|----------------|------------|------------------------|----------------|-------------------|----------------|------------|--------------|------------|------------|------------|------------|
|                                          | Earnings Description   | Rate of Pay | Hours | Current Amount | YTD Amount | Deductions Description | Current Amount | Taxes Description | Current Amount | YTD Amount | Check Amount | YTD Amount | YTD Amount | YTD Amount | YTD Amount |
| Stout, Jaclyn M - 099989 - XXX-XX-XXXX - | 02 Salary              | 16.01       | 0.00  | 1,120.96       | 1,120.96   |                        |                | 11841             | 01/07/2011     | Regular    | 89.87        | 926.26     | 89.87      | 89.87      | 89.87      |
|                                          |                        |             |       |                |            | Federal (S/O)          |                |                   |                |            |              |            |            |            |            |
|                                          |                        |             |       |                |            | OASDI                  |                |                   |                |            |              |            |            |            |            |
|                                          |                        |             |       |                |            | Medicare               |                |                   |                |            |              |            |            |            |            |
| Check Totals:                            |                        |             |       |                |            | State NJ (A/O)         |                |                   |                |            |              |            |            |            |            |
|                                          |                        |             |       |                |            | NJ-EE-SUI              |                |                   |                |            |              |            |            |            |            |
|                                          |                        |             |       |                |            |                        |                |                   |                |            |              |            |            |            |            |
|                                          |                        |             |       |                |            |                        |                |                   |                |            |              |            |            |            |            |
| 100104 - City Mgr                        | 01 Regular             | 0.00        | 42.50 | 425.00         | 425.00     |                        |                |                   |                |            |              |            |            |            |            |
|                                          | 02 Salary              | 0.00        | 0.00  | 17,388.50      | 17,388.50  |                        |                |                   |                |            |              |            |            |            |            |
|                                          | 18 Group Term          | 0.00        | 0.00  | 4.70           | 4.70       |                        |                |                   |                |            |              |            |            |            |            |
|                                          |                        |             |       |                |            | Federal                |                |                   |                |            |              |            |            |            |            |
| Check Totals:                            |                        |             |       |                |            | OASDI                  |                |                   |                |            |              |            |            |            |            |
|                                          |                        |             |       |                |            | Medicare               |                |                   |                |            |              |            |            |            |            |
|                                          |                        |             |       |                |            | State NJ               |                |                   |                |            |              |            |            |            |            |
|                                          |                        |             |       |                |            | NJ-EE-SUI              |                |                   |                |            |              |            |            |            |            |
| Department Totals:                       |                        |             |       |                |            | ER OASDI               |                |                   |                |            |              |            |            |            |            |
|                                          |                        |             |       |                |            | ER MEDICARE            |                |                   |                |            |              |            |            |            |            |
|                                          |                        |             |       |                |            |                        |                |                   |                |            |              |            |            |            |            |
|                                          |                        |             |       |                |            |                        |                |                   |                |            |              |            |            |            |            |
| Department: 101101 - Public Parking      |                        |             |       |                |            |                        |                |                   |                |            |              |            |            |            |            |
|                                          |                        |             |       |                |            |                        |                |                   |                |            |              |            |            |            |            |
|                                          |                        |             |       |                |            |                        |                |                   |                |            |              |            |            |            |            |
|                                          |                        |             |       |                |            |                        |                |                   |                |            |              |            |            |            |            |
| Dunlap, Jean F - 001289 - XXX-XX-XXXX -  | 01 Regular             | 20.02       | 80.00 | 1,601.28       | 1,601.28   |                        |                | -99966818 Memo    | 01/07/2011     | Regular    | 173.54       | 173.54     | 173.54     | 173.54     | 173.54     |
|                                          | 18 Group Term          | 0.00        | 0.00  | 8.65           | 8.65       |                        |                | Federal (S/O)     |                |            |              |            |            |            |            |
|                                          |                        |             |       |                |            | OASDI                  |                |                   |                |            |              |            |            |            |            |
|                                          |                        |             |       |                |            | Medicare               |                |                   |                |            |              |            |            |            |            |
| Check Totals:                            |                        |             |       |                |            | State NJ (A/O)         |                |                   |                |            |              |            |            |            |            |
|                                          |                        |             |       |                |            | NJ-EE-SUI              |                |                   |                |            |              |            |            |            |            |
|                                          |                        |             |       |                |            |                        |                |                   |                |            |              |            |            |            |            |
|                                          |                        |             |       |                |            |                        |                |                   |                |            |              |            |            |            |            |
| Balance Point Payroll                    |                        |             |       |                |            |                        |                |                   |                |            |              |            |            |            |            |
|                                          |                        |             |       |                |            |                        |                |                   |                |            |              |            |            |            |            |
|                                          |                        |             |       |                |            |                        |                |                   |                |            |              |            |            |            |            |
|                                          |                        |             |       |                |            |                        |                |                   |                |            |              |            |            |            |            |

# #B629S192 City Of Hackensack

| Payroll Register (S109) |                          |  |  |
|-------------------------|--------------------------|--|--|
| Check Date :            | 01/07/2011-1             |  |  |
| Period Range :          | 12/26/2010 TO 01/08/2011 |  |  |
| Week Number :           | Week #1                  |  |  |

| Employee Name                               | Rate of Pay | Hours  | Current Amount | YTD Amount | Hours  | YTD Amount | Salary Deductions Description | Frequency | Current Amount | YTD Amount | Taxes Description | Check Number   | Check Date | Check Type | Net Check YTD Amount |
|---------------------------------------------|-------------|--------|----------------|------------|--------|------------|-------------------------------|-----------|----------------|------------|-------------------|----------------|------------|------------|----------------------|
| Halter, Thomas S - 099491 - XXX-XX-XXXX -   |             |        |                |            |        |            |                               |           |                |            |                   | 11820          | 01/07/2011 | Regular    | 801.79               |
| 02 Salary                                   | 15.14       | 0.00   | 1,211.54       | 1,211.54   | 0.00   |            |                               |           |                |            |                   | Federal (S/I)  |            | Regular    | 195.35               |
|                                             |             |        |                |            |        |            |                               |           |                |            |                   | OASDI          |            |            | 50.68                |
|                                             |             |        |                |            |        |            |                               |           |                |            |                   | Medicare       |            |            | 17.50                |
|                                             |             |        |                |            |        |            |                               |           |                |            |                   | State NJ (A/I) |            |            | 19.62                |
|                                             |             |        |                |            |        |            |                               |           |                |            |                   | NJ-EE-SUI      |            |            | 2.24                 |
| Check Totals:                               |             | 0.00   | 1,211.54       | 1,211.54   | 0.00   |            |                               |           |                |            |                   |                |            |            | 285.39               |
| Salazar, Douglas S - 099379 - XXX-XX-XXXX - |             |        |                |            |        |            |                               |           |                |            |                   | -99966817 Memo | 01/07/2011 | Regular    | 0.00                 |
| 01 Regular                                  | 13.64       | 80.00  | 1,090.94       | 1,090.94   | 80.00  |            |                               |           |                |            |                   | Federal (S/I)  |            | Regular    | 175.43               |
|                                             |             |        |                |            |        |            |                               |           |                |            |                   | OASDI          |            |            | 45.82                |
|                                             |             |        |                |            |        |            |                               |           |                |            |                   | Medicare       |            |            | 15.82                |
|                                             |             |        |                |            |        |            |                               |           |                |            |                   | State NJ (A/I) |            |            | 17.97                |
|                                             |             |        |                |            |        |            |                               |           |                |            |                   | NJ-EE-SUI      |            |            | 2.01                 |
| Check Totals:                               |             | 80.00  | 1,090.94       | 1,090.94   | 80.00  |            |                               |           |                |            |                   |                |            |            | 257.05               |
| Stellakis, Gregory - 099471 - XXX-XX-XXXX - |             |        |                |            |        |            |                               |           |                |            |                   | 11721          | 01/07/2011 | Regular    | 803.03               |
| 01 Regular                                  | 12.53       | 80.00  | 1,002.70       | 1,002.70   | 80.00  |            |                               |           |                |            |                   | Federal (S/I)  |            | Regular    | 121.94               |
|                                             |             |        |                |            |        |            |                               |           |                |            |                   | OASDI          |            |            | 42.11                |
|                                             |             |        |                |            |        |            |                               |           |                |            |                   | Medicare       |            |            | 14.54                |
|                                             |             |        |                |            |        |            |                               |           |                |            |                   | State NJ (A/I) |            |            | 16.21                |
|                                             |             |        |                |            |        |            |                               |           |                |            |                   | NJ-EE-SUI      |            |            | 1.86                 |
| Check Totals:                               |             | 80.00  | 1,002.70       | 1,002.70   | 80.00  |            |                               |           |                |            |                   |                |            |            | 196.66               |
| 101101 - Public Parking                     |             |        |                |            |        |            |                               |           |                |            |                   |                |            |            | 1,604.82             |
| 01 Regular                                  | 0.00        | 240.00 | 3,694.92       | 3,694.92   | 240.00 |            |                               |           |                |            |                   | Federal        |            |            | 666.26               |
| 02 Salary                                   | 0.00        | 0.00   | 1,211.54       | 1,211.54   | 0.00   |            |                               |           |                |            |                   | OASDI          |            |            | 205.16               |
| 18 Group Term                               | 0.00        | 0.00   | 8.65           | 8.65       | 0.00   |            |                               |           |                |            |                   | Medicare       |            |            | 70.83                |
|                                             |             |        |                |            |        |            |                               |           |                |            |                   | State NJ       |            |            | 86.39                |
|                                             |             |        |                |            |        |            |                               |           |                |            |                   | NJ-EE-SUI      |            |            | 9.09                 |
|                                             |             |        |                |            |        |            |                               |           |                |            |                   | ER OASDI       |            |            | 1,037.73             |
|                                             |             |        |                |            |        |            |                               |           |                |            |                   | ER MEDICARE    |            |            | 302.85               |
| Check Totals:                               |             |        |                |            |        |            |                               |           |                |            |                   |                |            |            | 70.83                |
|                                             |             |        |                |            |        |            |                               |           |                |            |                   |                |            |            | 373.68               |

# #B629S192 City Of Hackensack

| Payroll Register (S109) |                          |  |
|-------------------------|--------------------------|--|
| Check Date :            | 01/07/2011-1             |  |
| Period Range :          | 12/26/2010 TO 01/08/2011 |  |
| Week Number :           | Week #1                  |  |

| Employee Name<br>Earnings Description     | Social Security Number |        |                | Salary<br>Deductions Description | Frequency      |            | Check Number   | Check Date | Check Type | Net Check<br>YTD Amount |
|-------------------------------------------|------------------------|--------|----------------|----------------------------------|----------------|------------|----------------|------------|------------|-------------------------|
|                                           | Rate of Pay            | Hours  | Current Amount | YTD Amount                       | Current Amount | YTD Amount |                |            |            |                         |
| Department Totals:                        |                        | 240.00 | 4,915.11       | 240.00                           | 4,915.11       |            |                |            |            | 1,411.41                |
| Department: 105101 - Personnel            |                        |        |                |                                  |                |            |                |            |            |                         |
| Hadyka, Mary R - 001677 - XXX-XX-XXXX -   |                        |        |                |                                  |                |            | -99966587 Memo | 01/07/2011 | Regular    | 0.00                    |
| 02 Salary                                 | 31.04                  | 0.00   | 2,172.92       | 0.00                             | 2,172.92       |            | Federal (S/O)  |            | Regular    | 481.41                  |
|                                           |                        |        |                |                                  |                |            | OASDI          |            |            | 87.87                   |
|                                           |                        |        |                |                                  |                |            | Medicare       |            |            | 30.33                   |
|                                           |                        |        |                |                                  |                |            | State NJ (A/O) |            |            | 69.28                   |
|                                           |                        |        |                |                                  |                |            | NJ-EE-SUI      |            |            | 4.01                    |
| Check Totals:                             |                        | 0.00   | 2,172.92       | 0.00                             | 2,172.92       |            |                |            |            | 672.90                  |
| Koster, Adrian F - 001236 - XXX-XX-XXXX - |                        |        |                |                                  |                |            | -99966586 Memo | 01/07/2011 | Regular    | 0.00                    |
| 02 Salary                                 | 72.39                  | 0.00   | 5,067.15       | 0.00                             | 5,067.15       |            | Federal (M/3)  |            | Regular    | 650.97                  |
|                                           |                        |        |                |                                  |                |            | OASDI          |            |            | 207.01                  |
|                                           |                        |        |                |                                  |                |            | Medicare       |            |            | 71.47                   |
|                                           |                        |        |                |                                  |                |            | State NJ (B/3) |            |            | 184.75                  |
|                                           |                        |        |                |                                  |                |            | NJ-EE-SUI      |            |            | 9.37                    |
| Check Totals:                             |                        | 0.00   | 5,067.15       | 0.00                             | 5,067.15       |            |                |            |            | 1,123.57                |
| 105101 - Personnel                        |                        |        |                |                                  |                |            |                |            |            |                         |
| 02 Salary                                 | 0.00                   | 0.00   | 7,240.07       | 0.00                             | 7,240.07       |            | Federal        |            |            | 0.00                    |
|                                           |                        |        |                |                                  |                |            | OASDI          |            |            | 1,132.38                |
|                                           |                        |        |                |                                  |                |            | Medicare       |            |            | 294.88                  |
|                                           |                        |        |                |                                  |                |            | State NJ       |            |            | 101.80                  |
|                                           |                        |        |                |                                  |                |            | NJ-EE-SUI      |            |            | 254.03                  |
|                                           |                        |        |                |                                  |                |            | ER OASDI       |            |            | 13.38                   |
|                                           |                        |        |                |                                  |                |            |                |            |            | 1,796.47                |
|                                           |                        |        |                |                                  |                |            |                |            |            | 435.30                  |

Balance Point Payroll

phone: 201-712-1157  
fax: 201-712-1167  
e-mail:

Date Printed: 02/08/2021 12:41:46 PM





## Job Announcements

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Symbol: M0044C

Title: MECHANIC

Issue Date: 2/1/2021

Closing Date: 2/22/2021

Jurisdiction: HACKENSACK

Salary: \$30,000.00 - \$56,751.00 Per Year

Num. of Positions: 1

Workweek: 40 Hours per week

Application Fee: \$25.00

### OPEN TO RESIDENTS OF:

(1) Hackensack City; (2) Bergen County

### REQUIREMENTS:

**TRAINING:** Applicants must show successful completion of one (1) year of training in automotive technology at an accredited community college or vocational school. Please upload proof of successful completion of the to your application. Failure to do so will result in ineligibility.

**Foreign transcripts must be evaluated by a recognized evaluation service. Please upload a copy of your evaluation with your application. Failure to do so will result in ineligibility.**

**EXPERIENCE:** Two (2) years of experience in the maintenance and repair of various types of motor vehicles and/or construction equipment such as bulldozers, tractors, cranes, road graders, power shovels, or similar equipment.

**NOTE:** Applicants who do not possess the required year of formal training may substitute one (1) additional year of experience as outlined above.

**NOTE:** An Automotive Service Excellence (ASE) Certification in one of the following specialties from the National Institute for Automotive Service Excellence may be substituted for the formal training: A-1 Engine Repair, A-6 Electrical/Electronic Systems, A-8 Engine Performance. If you are substituting a certificate for the formal training. Please upload a copy of your certificate with your application. Failure to do so will result in ineligibility.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey.

**NOTE:** The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

**NOTE:** Please refer to the job specification 02434 for additional notes.

**PLEASE NOTE:** Applications must be completed and submitted by **4:00 pm** on the closing date.

**Customer Care and Technical Support:** If you are having difficulty submitting your application online, customer care and technical support are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please email: [OAS.support@csc.nj.gov](mailto:OAS.support@csc.nj.gov) or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so **PLEASE FILE EARLY**.

### IMPORTANT INFORMATION:

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2. Online applications must be completed and submitted by the closing date listed above.
3. **You must complete your application in detail.** Your score may be based on a comparison of your background with the job requirements. **Failure to complete your application properly may lower your score or cause you to fail.**  
**NOTE: Auto-fill may cause incomplete information on your application. Please confirm your name, address and phone number prior to submitting your application.**
4. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions.
5. Effective September 1, 2011, the New Jersey First residency law was enacted. Please click here for additional information. In accordance with Public Law 2010 c. 26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veteran's Preference with the DMAVA (as defined by NJSA 11A:5-1 et seq). Those claiming

Veteran's Preference but have not yet received approval from DMAVA must pay the full application fee and may request a refund if the claim is approved at least 8 days prior to the issuance of the eligibility list. Please note this reduced fee does not apply to Public Safety titles.

6. Application fees submitted via personal check or money order must be postmarked within **five (5) business days** of submitting your application. If your fee is postmarked after five (5) business days, or is returned as invalid, you will be declared ineligible and denied admittance to the examination process.
7. The Civil Service Commission is increasing its use of emails as a communication tool. Please ensure that your email is always up-to-date so that important information about the testing process is not missed. Please remember to check your junk mail, spam, and clutter for these important messages.

- Read Description of Job and Specification: **02434**
- [Click here to apply via the Online Application System](#)

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# Job Announcements

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Symbol: M0718B

Title: DEPUTY REGISTRAR OF VITAL STATISTICS BILINGUAL IN SPANISH AND ENGLISH

Issue Date: 12/1/2020

Closing Date: 12/21/2020

Jurisdiction: HACKENSACK

Salary: \$35,000.00 - \$55,000.00 Per Year

Num. of Positions: 1

Workweek: 35 Hours per week

Application Fee: \$25.00

## OPEN TO RESIDENTS OF:

Hackensack City

## REQUIREMENTS:

**EXPERIENCE:** Two (2) years of clerical experience.

**CERTIFICATIONS:** Appointees must obtain a Certified Municipal Registrar (CMR) certificate issued by the Department of Health and Senior Services within six (6) months of appointment.

**SPECIAL SKILL:** Applicants must be able to read, write, speak, understand and communicate in English and Spanish sufficiently to perform duties of this position. Candidates will be tested at time of certification for the ability to communicate effectively in both English and Spanish.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

**PLEASE NOTE:** Applications must be completed and submitted by **4:00 pm** on the closing date.

**Customer Care and Technical Support:** If you are having difficulty submitting your application online, customer care and technical support are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please email: [OAS.support@csc.nj.gov](mailto:OAS.support@csc.nj.gov) or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so **PLEASE FILE EARLY**.

## IMPORTANT INFORMATION:

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2. Online applications must be completed and submitted by the closing date listed above.
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**NOTE: Auto-fill may cause incomplete information on your application. Please confirm your name, address and phone number prior to submitting your application.**

4. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions.
5. Effective September 1, 2011, the New Jersey First residency law was enacted. Please click here for additional Information. In accordance with Public Law 2010 c. 26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veteran's Preference with the DMAVA (as defined by NJSA 11A:5-1 et seq). Those claiming Veteran's Preference but have not yet received approval from DMAVA must pay the full application fee and may request a refund if the claim is approved at least 8 days prior to the issuance of the eligibility list. Please note this reduced fee does not apply to Public Safety titles.
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- Read Description of Job and Specification:**07810**
- **[Click here to apply via the Online Application System](#)**

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## Job Announcements

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Symbol: M0481B

Title: SIGNAL SYSTEMS TECHNICIAN 2

Issue Date: 3/15/2020

Closing Date: 4/6/2020

Jurisdiction: HACKENSACK

Salary: \$30,000.00 - \$56,751.00 Per Year

Num. of Positions: 1

Workweek: 40 Hours per week

Application Fee: \$25.00

**OPEN TO RESIDENTS OF:**

(1) Hackensack City; (2) Bergen County

**REQUIREMENTS:**

**EDUCATION:** Completion of a vocational, technical or specialized training program in electrical or electronic technology. Please upload proof of program completion with your application. Failure to do so will result in ineligibility.

**Foreign transcript must be evaluated by a recognized evaluation service. Please upload a copy of your evaluation with your application. Failure to do so will result in ineligibility.**

**NOTE:** Applicants who do not possess the required education may substitute one (1) year of additional experience.

**EXPERIENCE:** Two (2) years of experience in work involving the installation, maintenance and repair of electrical or electronic components, equipment or systems.

**NOTE:** Appointees will be required to possess a driver's license valid in New Jersey.

**NOTE:** The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the appointing authority.

**PLEASE NOTE:** Applications must be completed and submitted by 4:00 pm on the closing date.

**Customer Care and Technical Support:** If you are having difficulty submitting your application online, customer care and technical support are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please email: [OAS.support@csc.nj.gov](mailto:OAS.support@csc.nj.gov) or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so PLEASE FILE EARLY.

**IMPORTANT INFORMATION:**

1. NJAC 4A:4-2.3(b) states that all requirements must be met as of the closing date.
2. Online applications must be completed and submitted by the closing date listed above.
3. **You must complete your application in detail.** Your score may be based on a comparison of your background with the job requirements. **Failure to complete your application properly may lower your score or cause you to fail.**  
**NOTE: Auto-fill may cause incomplete information on your application. Please confirm your name, address and phone number prior to submitting your application.**
4. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions.
5. Effective September 1, 2011, the New Jersey First residency law was enacted. Please click [here](#) for additional information. In accordance with Public Law 2010 c. 26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veteran's Preference with the DMAVA (as defined by NJSA 11A:5-1 et seq). Those claiming

Veteran's Preference but have not yet received approval from DMAVA must pay the full application fee and may request a refund if the claim is approved at least 8 days prior to the issuance of the eligibility list. Please note this reduced fee does not apply to Public Safety titles.

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- Read Description of Job and Specification: **03589**
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## Job Announcements

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Symbol: M0364B

Title: ELECTRICAL INSPECTOR

Issue Date: 2/15/2020

Closing Date: 3/6/2020

Jurisdiction: HACKENSACK

Salary: \$36,000.00 - \$76,000.00 Per Year

Num. of Positions: 1

Workweek: 37.50 Hours per week

Application Fee: \$25.00

### OPEN TO RESIDENTS OF:

(2) Hackensack City; (2) Bergen County

### REQUIREMENTS:

**LICENSE:** Applicants must possess a valid license as an Electrical Inspector (HHS), issued by the New Jersey Department of Community Affairs. Please upload a copy of your license with your application. Failure to do so will result in ineligibility.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**PLEASE NOTE:** All applications must be completed and submitted by 4:00 pm on the closing date.

**Customer Care and Technical Support:** If you are having difficulty submitting your application online, customer care and technical support are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please email: [OAS.support@csc.nj.gov](mailto:OAS.support@csc.nj.gov) or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so **PLEASE FILE EARLY**.

### IMPORTANT INFORMATION:

1. NJAC 4A:4-2.3(b) states that all requirements must be met as of the closing date.
2. Online applications must be completed and submitted by the closing date listed above.
3. **You must complete your application in detail.** Your score may be based on a comparison of your background with the job requirements. **Failure to complete your application properly may lower your score or cause you to fail.**  
**NOTE: Auto-fill may cause incomplete information on your application. Please confirm your name, address and phone number prior to submitting your application.**
4. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions.
5. Effective September 1, 2011, the New Jersey First residency law was enacted. Please click here for additional information. In accordance with Public Law 2010 c. 26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veteran's Preference with the DMAVA (as defined by NJSA 11A:5-1 et seq). Those claiming Veteran's Preference but have not yet received approval from DMAVA must pay the full application fee and may request a refund if the claim is approved at least 8 days prior to the issuance of the eligibility list. Please note this reduced fee does not apply to Public Safety titles.
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- Read Description of Job and Specification: **01699**
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Symbol: M0010B

Title: MECHANIC DIESEL

Issue Date: 12/15/2019

Closing Date: 01/06/2020

Jurisdiction: HACKENSACK

Salary: \$30,000.00 - \$56,751.00 Per Year

Num. of Positions: 1

Workweek: 40 Hours per week

Application Fee: \$25.00

### OPEN TO RESIDENTS OF:

(1) Hackensack City; (2) Bergen County

### REQUIREMENTS:

**TRAINING:** Successful completion of one (1) year of training in diesel engine repair at an accredited community college or vocational school. Please upload a copy of your transcript with your application. Failure to do so will result in ineligibility.

**NOTE:** Foreign transcripts must be evaluated by a recognized evaluation service. Please upload a copy of your evaluation with your application. Failure to do so will result in ineligibility.

**EXPERIENCE:** Two (2) years of experience in the installation, maintenance, and repair of diesel engines.

**NOTE:** Applicants who do not possess the required year of formal training may substitute one (1) additional year of experience as outlined above.

**NOTE:** Possession of a certificate as a diesel mechanic issued by the National Institute for Automotive Service Excellence may be substituted for one (1) year of formal training. If you are substituting a certificate for the one (1) year of formal training, please upload a copy of your certificate with your application. Failure to do so will result in ineligibility.

**LICENSE:** Appointees will be required to possess a valid In New Jersey driver's license.

**NOTE:** The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

**NOTE:** Please refer to the job specification link below for additional notes.

**PLEASE NOTE:** All applications must be completed and submitted by **4:00 pm** on the closing date.

**Customer Care and Technical Support:** If you are having difficulty submitting your application online, customer care and technical support are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please email: [OAS.support@csc.nj.gov](mailto:OAS.support@csc.nj.gov) or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so **PLEASE FILE EARLY**.

### IMPORTANT INFORMATION:

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**score or cause you to fail.**

**NOTE: Auto-fill may cause incomplete information on your application. Please confirm your name, address and phone number prior to submitting your application.**

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5. Effective September 1, 2011, the New Jersey First residency law was enacted. Please click [here](#) for additional information. In accordance with Public Law 2010 c. 26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veteran's Preference with the DMAVA (as defined by NJSA 11A:5-1 et seq). Those claiming Veteran's Preference but have not yet received approval from DMAVA must pay the full application fee and may request a refund if the claim is approved at least 8 days prior to the issuance of the eligibility list. Please note this reduced fee does not apply to Public Safety titles.
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- Read Description of Job and Specification: **02440**
- Click [here](#) to apply via the Online Application System

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## Job Announcements

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Symbol: M1140A

Title: PUBLIC HEALTH NURSE

Issue Date: 11/15/2019

Closing Date: 12/05/2019

Jurisdiction: HACKENSACK

Salary: \$25.00 - \$30.00 Per Hour

Num. of Positions: 1

Workweek: 28 Hours per week

Application Fee: \$25.00

**OPEN TO RESIDENTS OF:**

(1) Hackensack City; (2) Bergen County

**REQUIREMENTS:**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree in Nursing or Public Health. Please upload a copy of your transcript with your application. Failure to do so will result in ineligibility.

**NOTE:** Foreign transcripts must be evaluated by a recognized evaluation service. Please upload a copy of your evaluation with your application. Failure to do so will result in ineligibility.

**EXPERIENCE:** One (1) year of experience in a public health field or nursing experience gained while working under the close supervision of a licensed public health nurse.

**NOTE:** Nursing experience in a public health field may include experience with volunteer work, community service, or employment with a Visiting Nurse Association, hospital or other community-based public health partner agency, organization or health department that provides direct public health services to the population or that contracts such services to local health departments.

**NOTE:** Appointees are required to complete a course in population-based public health nursing within one (1) year of appointment.

**LICENSE:** Applicants must possess a current and valid registration as a Professional Nurse in the State of New Jersey. Please provide the specific details of your license, including the license number, as indicated in the license section of the application. Failure to do so will result in ineligibility.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**PLEASE NOTE:** All applications must be completed and submitted by 4:00 pm on the closing date.

**Customer Care and Technical Support:** If you are having difficulty submitting your application online, customer care and technical support are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please email: [OAS.support@csc.nj.gov](mailto:OAS.support@csc.nj.gov) or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so PLEASE FILE EARLY.

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- Read Description of Job and Specification:**02912**
- **Click here to apply via the Online Application System**

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## Job Announcements

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Symbol: M1057A

Title: PLUMBING INSPECTOR

Issue Date: 11/01/2019

Closing Date: 11/21/2019

Jurisdiction: HACKENSACK

Salary: \$35.00 - \$40.00 Per Hour

Num. of Positions: 1

Workweek: 24 Hours per week

Application Fee: \$25.00

### OPEN TO RESIDENTS OF:

(1) Hackensack City; (2) Bergen County; (3) Essex County, Hudson County, Passaic County

### REQUIREMENTS:

**LICENSE:** Applicants must possess a valid Plumbing Inspector's license (HHS), issued by the New Jersey Department of Community Affairs. Please upload a copy of your license with your application. Failure to do so will result in Ineligibility.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**PLEASE NOTE:** All applications must be completed and submitted by **4:00 pm** on the closing date

**Customer Care and Technical Support:** If you are having difficulty submitting your application online, customer care and technical support are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please email: [OAS.support@csc.nj.gov](mailto:OAS.support@csc.nj.gov) or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so **PLEASE FILE EARLY**.

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2. Online applications must be completed and submitted by the closing date listed above.
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**NOTE: Auto-fill may cause incomplete information on your application. Please confirm your name, address and phone number prior to submitting your application.**
4. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions.
5. Effective September 1, 2011, the New Jersey First residency law was enacted. Please click here for additional information. In accordance with Public Law 2010 c. 26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veteran's Preference with the DMAVA (as defined by NJSA 11A:5-1 et seq). Those claiming Veteran's Preference but have not yet received approval from DMAVA must pay the full application fee and may request a refund if the claim is approved at least 8 days prior to the issuance of the eligibility list. Please note this reduced fee does not apply to Public Safety titles.

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- Read Description of Job and Specification:**02704**
- **[Click here to apply via the Online Application System](#)**

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## Job Announcements

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Symbol: M0893A

Title: GENERAL SUPERVISOR PARKS

Issue Date: 09/01/2019

Closing Date: 09/23/2019

Jurisdiction: HACKENSACK

Salary: \$55,000.00 - \$80,000.00 Per Year

Num. of Positions: 1

Workweek: 40 Hours per week

Application Fee: \$25.00

### OPEN TO RESIDENTS OF:

(1) Hackensack City; (2) Bergen County

### REQUIREMENTS:

**EXPERIENCE:** Three (3) years of experience involving care and maintenance of large tracts of grounds including planting and care of shrubbery/flowers and use of grounds by a considerable number of people, one (1) year of which shall have been in a supervisory capacity.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle rather than employee mobility, is necessary to perform the essential duties of the position.

**PLEASE NOTE:** As of August 1, 2017, all applications must be completed and submitted by **4:00 pm** on the closing date.

**Customer Care and Technical Support:** If you are having difficulty submitting your application online, customer care and technical support are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please email: [OAS.support@csc.nj.gov](mailto:OAS.support@csc.nj.gov) or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so **PLEASE FILE EARLY**.

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- Read Description of Job and Specification: **06699**
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## Job Announcements

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Symbol: M0807A

Title: MECHANIC

Issue Date: 08/15/2019

Closing Date: 09/04/2019

Jurisdiction: HACKENSACK

Salary: \$30,000.00 - \$52,000.00 Per Year

Num. of Positions: 1

Workweek: 40 Hours per week

Application Fee: \$25.00

### OPEN TO RESIDENTS OF:

(1) Hackensack City; (2) Bergen County

### REQUIREMENTS:

**TRAINING:** Successful completion of one (1) year of training in automotive technology at an accredited community college or vocational school. Please upload proof of successful completion of one (1) year of training with your application. Failure to do so will result in ineligibility.

**NOTE:** Foreign transcripts must be evaluated by a recognized evaluation service. Please upload a copy of your evaluation with your application. Failure to do so will result in ineligibility.

**EXPERIENCE:** Two (2) years of experience in the maintenance and repair of various types of motor vehicles and/or construction equipment such as bulldozers, tractors, cranes, road graders, power shovels, or similar equipment.

**NOTE:** Applicants who do not possess the required year of formal training may substitute one (1) additional year of experience as outlined above.

**NOTE:** An Automotive Service Excellence (ASE) Certification in one of the following specialties from the National Institute for Automotive Service Excellence may be substituted for the formal training: A-1 Engine Repair, A-6 Electrical/Electronic Systems, A-8 Engine Performance. If you are substituting certificate for the formal training. Please upload a copy of your certificate with your application. Failure to do so will result in ineligibility.

**NOTE:** The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

Appointees must possess a valid New Jersey driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**NOTE:** Please refer to the job specification 02434 for additional notes.

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- Read Description of Job and Specification: **02434**
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Symbol: M0428A

Title: METER WORKER SUPERVISOR

Issue Date: 04/15/2019

Closing Date: 05/06/2019

Jurisdiction: HACKENSACK

Salary: \$62,500.00 - \$80,000.00 Per Year

Num. of Positions: 1

Workweek: 40 Hours per week

Application Fee: \$25.00

### OPEN TO RESIDENTS OF:

(1) Hackensack City; (2) Bergen County

### REQUIREMENTS:

**EXPERIENCE:** Three (3) years of experience in the reading, repair or installation of water, parking or other meters.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle rather than employee mobility, is necessary to perform the essential duties of the position. The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

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- Read Description of Job and Specification: **06844**
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Symbol: M0327A

Title: MECHANIC FIRE APPARATUS

Issue Date: 04/01/2019

Closing Date: 04/22/2019

Jurisdiction: HACKENSACK

Salary: \$45,000.00 - \$68,000.00 Per Year

Num. of Positions: 1

Workweek: 40 Hours per week

Application Fee: \$25.00

### OPEN TO RESIDENTS OF:

(1) Hackensack City; (2) Bergen County

### REQUIREMENTS:

**TRAINING:** Successful completion of one (1) year of training in automotive technology at an accredited community college or vocational school. Please upload a copy of your transcript and/or proof of successful completion of one (1) year of training with your application. Failure to do so will result in ineligibility.

**NOTE:** Foreign transcripts must be evaluated by a recognized evaluation service. Please upload a copy of your evaluation with your application. Failure to do so will result in ineligibility.

**EXPERIENCE:** Two (2) years of experience in the maintenance and repair of diesel engines and hydraulic systems.

**NOTE:** Applicants who do not possess the required year of formal training may substitute one (1) additional year of experience as outlined above.

**NOTE:** An Automotive Service Excellence (ASE) Certification in one of the following specialties from the National Institute for Automotive Service Excellence may be substituted for the formal training: A-1 Engine Repair, A-6 Electrical/Electronic Systems, A-8 Engine Performance.

**LICENSE:** Appointees must possess a driver's license valid in New Jersey. The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

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- Read Description of Job and Specification: **02441**
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Symbol: M0358A

Title: TECHNICAL ASSISTANT TO THE CONSTRUCTION OFFICIAL

Issue Date: 04/01/2019

Closing Date: 04/22/2019

Jurisdiction: HACKENSACK

Salary: \$35,000.00 - \$45,700.00 Per Year

Num. of Positions: 1

Workweek: 35 Hours per week

Application Fee: \$25.00

### OPEN TO RESIDENTS OF:

(1) Hackensack City; (2) Bergen County

### REQUIREMENTS:

**EXPERIENCE:** Two (2) years of experience in work involving the processing, review, and issuance of construction permits.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle rather than employee mobility, is necessary to perform the essential duties of the position.

**PLEASE NOTE:** As of August 1, 2017, all applications must be completed and submitted by **4:00 pm** on the closing date.

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- Read Description of Job and Specification: **05193**
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Symbol: M0312A

Title: SEWER REPAIRER SUPERVISOR

Issue Date: 03/01/2019

Closing Date: 03/21/2019

Jurisdiction: HACKENSACK

Salary: \$55,000.00 - \$74,500.00 Per Year

Num. of Positions: 1

Workweek: 40 Hours per week

Application Fee: \$25.00

### OPEN TO RESIDENTS OF:

(1) Hackensack City; (2) Bergen County

### REQUIREMENTS:

**EXPERIENCE:** Three (3) years of experience in sewer installation or repair work and/or in varied plumbing work and/or in the operation and maintenance of sewer maintenance equipment, one (1) year of which shall have been in a lead worker capacity.

**NOTE:** The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

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- Read Description of Job and Specification: **06702**
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Symbol: M0260A

Title: BUILDING INSPECTOR

Issue Date: 02/15/2019

Closing Date: 03/07/2019

Jurisdiction: HACKENSACK

Salary: \$25.00 - \$54.00 Per Hour

Num. of Positions: 1

Workweek: 28 Hours per week

Application Fee: \$25.00

### OPEN TO RESIDENTS OF:

(1) Hackensack City; (2) Bergen County

### REQUIREMENTS:

**LICENSE:** Possession of a valid Building Inspector's License (ICS), issued by the New Jersey Department of Community Affairs. Please upload a copy of your license with your application. Failure to do so will result in ineligibility.

**NOTE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**PLEASE NOTE:** As of August 1, 2017, applications must be completed and submitted by 4:00 pm on the closing date.

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- Read Description of Job and Specification: **00924**
- [Click here to apply via the Online Application System](#)

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Symbol: M0221A

Title: PROJECT COORDINATOR CONSTRUCTION

Issue Date: 02/15/2019

Closing Date: 03/07/2019

Jurisdiction: HACKENSACK

Salary: \$80,000.00 - \$104,000.00 Per Year

Num. of Positions: 1

Workweek: 35 Hours per week

Application Fee: \$25.00

### OPEN TO RESIDENTS OF:

(1) Hackensack City; (2) Bergen County; (3) Essex County, Hudson County, Passaic County; (4) New Jersey

### REQUIREMENTS:

**EXPERIENCE:** Four (4) years of experience coordinating, supervising, or estimating the work involved in the construction and alteration of public works facilities or other construction projects, including the preparation and/or interpretation of construction documents.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

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- Read Description of Job and Specification: **02883**
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## Job Announcements

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Symbol: M0213A

Title: DIRECTOR REPAIR AND MAINTENANCE

Issue Date: 02/15/2019

Closing Date: 03/07/2019

Jurisdiction: HACKENSACK

Salary: \$80,000.00 - \$104,000.00 Per Year

Num. of Positions: 1

Workweek: 35 Hours per week

Application Fee: \$25.00

### OPEN TO RESIDENTS OF:

(1) Hackensack City; (2) Bergen County; (3) Essex County, Hudson County, Passaic County

### REQUIREMENTS:

**EXPERIENCE:** Five (5) years of administrative experience in work involving maintenance, construction and repairs of large buildings and structures.

**NOTE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

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5. Effective September 1, 2011, the New Jersey First residency law was enacted. Please click [here](#) for additional information. In accordance with Public Law 2010 c. 26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veteran's Preference with the DMAVA (as defined by NJSA 11A:5-1 et seq). Those claiming Veteran's Preference but have not yet received approval from DMAVA must pay the full application fee and may request a refund if the claim is approved at least 8 days prior to the issuance of the eligibility list. Please note this reduced fee does not apply to Public Safety titles.
6. Application fees submitted via personal check or money order must be postmarked within **five (5) business days** of submitting your application. If your fee is postmarked after five (5) business days, or is returned as invalid, you will be declared ineligible and denied admittance to the examination process.
7. The Civil Service Commission is increasing its use of emails as a communication tool. Please ensure that your email is always up-to-date so that important information about the testing process is not missed. Please remember to check your junk mail, spam, and clutter for these important messages.

- Read Description of Job and Specification: **01661**
- [Click here to apply via the Online Application System](#)

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## Job Announcements

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Symbol: M0181A

Title: ROAD REPAIR SUPERVISOR

Issue Date: 02/01/2019

Closing Date: 02/21/2019

Jurisdiction: HACKENSACK

Salary: \$55,000.00 - \$70,000.00 Per Year

Num. of Positions: 1

Workweek: 40 Hours per week

Application Fee: \$25.00

### OPEN TO RESIDENTS OF:

Hackensack City

### REQUIREMENTS:

**EXPERIENCE:** Four (4) years of experience in the construction, repair, and maintenance of roads or streets which may have included work involving installation and maintenance of traffic lines and traffic signs, one (1) year of which shall have been in a lead worker capacity.

**LICENSE:** Appointees may be required to possess a driver's license valid in New Jersey only if the operation of a vehicle rather than employee mobility, is necessary to perform the essential duties of the position.

**PLEASE NOTE:** As of August 1, 2017, all applications must be completed and submitted by **4:00 pm** on the closing date.

**Customer Care and Technical Support:** If you are having difficulty submitting your application online, customer care and technical support are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please email: [OAS.support@csc.nj.gov](mailto:OAS.support@csc.nj.gov) or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so **PLEASE FILE EARLY**.

### IMPORTANT INFORMATION:

1. NJAC 4A:4-2.3(b) states that all requirements must be met as of the closing date.
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- Read Description of Job and Specification: **06654**
- [Click here to apply via the Online Application System](#)

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# Job Announcements

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Symbol: M2194W

Title: MAINTENANCE SUPERVISOR GROUNDS

Issue Date: 11/01/2018

Closing Date: 11/21/2018

Jurisdiction: HACKENSACK

Salary: \$55,000.00 - \$74,500.00 Per Year

Num. of Positions: 1

Workweek: 40 Hours per week

Application Fee: \$25.00

## OPEN TO RESIDENTS OF:

(1) Hackensack City; (2) Bergen County

## REQUIREMENTS:

**EXPERIENCE:** Three (3) years of experience in the care and maintenance of grounds; one (1) year of the experience indicated above must have been in a lead worker or assistant supervisor capacity.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle rather than employee mobility, is necessary to perform the essential duties of the position. The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

**PLEASE NOTE:** As of August 1, 2017, all applications must be completed and submitted by **4:00 pm** on the closing date.

**Customer Care and Technical Support:** If you are having difficulty submitting your application online, customer care and technical support are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please email: [OAS.support@csc.nj.gov](mailto:OAS.support@csc.nj.gov) or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so PLEASE FILE EARLY.

## IMPORTANT INFORMATION:

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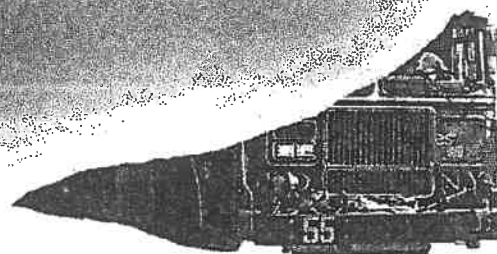
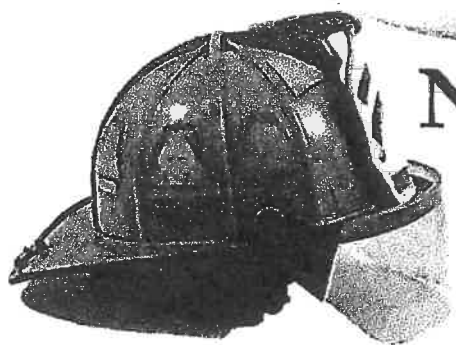
- Read Description of Job and Specification: **06731**
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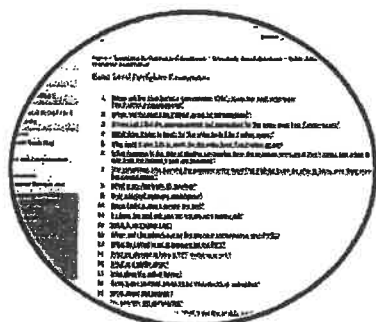
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# NJ Fire Fighter Examination

## Entry Level (M9999W)

**Applications available online JULY 1, 2018**  
**Application Deadline AUGUST 31, 2018**  
**Only online applications will be accepted.**



Visit the NJ Civil Service Commission website  
[www.state.nj.us/csc](http://www.state.nj.us/csc)

Select "Fire Fighter Announcement" to view the announcement.  
At the bottom of the announcement, you will see  
"Click here to apply via the Online Application System"  
to access the application. When you submit your application  
online, you will receive an immediate email confirmation that  
your application was successfully submitted.  
For more information on the entry level Fire Fighter  
examination, please visit the NJ Civil Service Commission  
website.





## Job Announcements

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Symbol: M0475W

Title: BUILDING INSPECTOR

Issue Date: 04/01/2018

Jurisdiction: HACKENSACK

Num. of Positions: 1

Application Fee: \$25.00

Closing Date: 04/23/2018

Salary: \$38.00 Per Hour

Workweek: 24 Hours per week

**OPEN TO RESIDENTS OF:**  
Hackensack City

**REQUIREMENTS:**

**LICENSE:** Possession of a valid Building Inspector's License, high-rise hazardous (HHS), residential and commercial (RCS), and industrial and commercial (ICS), issued by the New Jersey Department of Community Affairs. Please upload a copy of your license with your application. Failure to do so will result in ineligibility.

**NOTE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**PLEASE NOTE:** As of August 1, 2017, applications must be completed and submitted by **4:00 pm** on the closing date.

**Customer Care and Technical Support:** If you are having difficulty submitting your application online, customer care and technical support are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please email: [OAS.support@csc.nj.gov](mailto:OAS.support@csc.nj.gov) or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so **PLEASE FILE EARLY**.

**IMPORTANT INFORMATION:**

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- Read Description of Job and Specification: **00924**
- [Click here to apply via the Online Application System](#)

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## Job Announcements

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Symbol: M0483W

Title: PLUMBING INSPECTOR

Issue Date: 04/01/2018

Closing Date: 04/23/2018

Jurisdiction: HACKENSACK

Salary: \$40,000.00 - \$78,500.00 Per Year

Num. of Positions: 1

Workweek: 37 Hours per week

Application Fee: \$25.00

### OPEN TO RESIDENTS OF:

(1) Hackensack City; (2) Bergen County

### REQUIREMENTS:

**LICENSE:** Applicants must possess a valid Plumbing Inspector's License high rise hazardous (HHS), issued by the New Jersey Department of Community Affairs. Please upload a copy of your license with your application. Failure to do so will result in ineligibility.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**PLEASE NOTE:** As of August 1, 2017, all applications must be completed and submitted by **4:00 pm** on the closing date

**Customer Care and Technical Support:** If you are having difficulty submitting your application online, customer care and technical support are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please email: [OAS.support@csc.nj.gov](mailto:OAS.support@csc.nj.gov) or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so **PLEASE FILE EARLY**.

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- Read Description of Job and Specification: **02704**
- [Click here to apply via the Online Application System](#)

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## Job Announcements

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Symbol: M0160W

Title: REGISTERED ENVIRONMENTAL HEALTH SPECIALIST PUBLIC HEALTH

Issue Date: 02/01/2018

Closing Date: 02/21/2018

Jurisdiction: HACKENSACK

Salary: \$18.00 - \$36.00 Per Hour

Num. of Positions: 1

Workweek: 35 Hours per week

Application Fee: \$25.00

### OPEN TO RESIDENTS OF:

Hackensack City, Bergen County

### REQUIREMENTS:

**LICENSE:** Possession of a valid Registered Environmental Health Specialist License issued by the NJ Department of Health and Senior Services. Please upload a copy of your license with your application. Failure to do so will result in ineligibility.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**PLEASE NOTE: As of August 1, 2017, applications must be completed and submitted by 4:00 pm on the closing date.**

**Customer Care and Technical Support:** If you are having difficulty submitting your application online, customer care and technical support are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please email: [QAS.support@csc.nj.gov](mailto:QAS.support@csc.nj.gov) or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so PLEASE FILE EARLY.

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6. In accordance with Public Law 2010 c. 26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veteran's Preference with the DMAVA (as defined by NJSA 11A:5-1 et seq) or their claim is approved by DMAVA at least 8 days prior to the issuance of the eligibility list. Please note this reduced fee does not apply to Public Safety titles.

- Read Description of Job and Specification: **03097**
- **Click here to apply via the Online Application System**

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## Job Announcements

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Symbol: M0902V

Title: TECHNICAL ASSISTANT TO THE CONSTRUCTION OFFICIAL

Issue Date: 11/15/2017

Closing Date: 12/05/2017

Jurisdiction: HACKENSACK

Salary: \$30,000.00 - \$50,000.00 Per Year

Num. of Positions: 1

Workweek: 35 Hours per week

Application Fee: \$25.00

### OPEN TO RESIDENTS OF:

(1) Hackensack City; (2) Bergen County

### REQUIREMENTS:

**EXPERIENCE:** Two (2) years of experience in work involving the processing, review, and issuance of construction permits.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**PLEASE NOTE:** As of August 1, 2017, all applications must be completed and submitted by **4:00 pm** on the closing date.

**Customer Care and Technical Support:** If you are having difficulty submitting your application online, customer care and technical support are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please email: [OAS.support@csc.nj.gov](mailto:OAS.support@csc.nj.gov) or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so **PLEASE FILE EARLY**.

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1. NJAC 4A:4-2.3(b) states that all requirements must be met as of the closing date.
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- Read Description of Job and Specification: **05193**
  - **Click here to apply via the Online Application System**

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## Job Announcements

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Symbol: M0858V

Title: CLERK 2

Issue Date: 11/01/2017

Closing Date: 11/21/2017

Jurisdiction: HACKENSACK

Salary: \$45,000.00 - \$65,000.00 Per Year

Num. of Positions: 1

Workweek: 35 Hours per week

Application Fee: \$25.00

### OPEN TO RESIDENTS OF:

Hackensack City

### REQUIREMENTS:

**EXPERIENCE:** One (1) year of experience in clerical work.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**PLEASE NOTE:** As of August 1, 2017, all applications must be completed and submitted by **4:00pm** on the closing date.

**Customer Care and Technical Support:** If you are having difficulty submitting your application online, customer care and technical support are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please email: [OAS.support@csc.nj.gov](mailto:OAS.support@csc.nj.gov) or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so PLEASE FILE EARLY.

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- Read Description of Job and Specification: **03247**
- [Click here to apply via the Online Application System](#)

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## Job Announcements

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Symbol: M0919U

Title: SIGNAL SYSTEMS TECHNICIAN 2

Issue Date: 11/23/2016

Closing Date: 12/14/2016

Jurisdiction: HACKENSACK

Salary: \$30,000.00 - \$45,000.00 Per Year

Num. of Positions: 1

Workweek: 40 Hours per week

Application Fee: \$25.00

### OPEN TO RESIDENTS OF:

Hackensack City

### REQUIREMENTS:

**EDUCATION:** Completion of a vocational, technical or specialized training program in electrical or electronic technology. Please upload proof of program completion with your application. Failure to do so will result in ineligibility

**NOTE:** Applicants who do not possess the required education may substitute one (1) year of additional experience.

**EXPERIENCE:** Two (2) years of experience in work involving the installation, maintenance and repair of electrical or electronic components, equipment or systems.

**LICENSE: NOTE:** Appointees will be required to possess a driver's license valid in New Jersey. Appointees will be required to possess a valid Commercial Driver's License (CDL) Class A or Class B without air brake restrictions. Please upload a copy of your license with your application.

**NOTE:** The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the appointing authority.

**Customer Care and Technical Support:** If you are having difficulty submitting your application online, customer care and technical support are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please email:

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- Read Description of Job and Specification: **03589**
- Click here to apply via the Online Application System



## Job Announcements

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Symbol: M0471U

Title: MAINTENANCE SUPERVISOR GROUNDS

Issue Date: 06/20/2016

Closing Date: 07/11/2016

Jurisdiction: HACKENSACK

Salary: \$55,000.00 - \$74,500.00 Per Year

Num. of Positions: 1

Workweek: 40 Hours per week

Application Fee: \$25.00

### OPEN TO RESIDENTS OF:

1) Hackensack City; 2) Bergen County; 3) Essex County, Hudson County, Passaic County

### REQUIREMENTS:

**EXPERIENCE:** Three (3) years of experience in the care and maintenance of grounds; one (1) year of the experience indicated above must have been in a lead worker or assistant supervisor capacity.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle rather than employee mobility, is necessary to perform the essential duties of the position.

Appointees will also be required to possess a valid Commercial Driver's License (CDL) Class B. The responsibility for ensuring that appointees possess the required motor vehicle license and applicable endorsement rests with the Appointing Authority. Please upload a copy of your license with your application.

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- Read Description of Job and Specification: **06731**
- [Click here to apply via the Online Application System](#)

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# Tracey M. Nardachone

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## Objective

To obtain a fulfilling position that will utilize my knowledge in all aspects of administration.

## Education

**CERTIFICATE-INFORMATION PROCESSING | JUNE, 1990 | KATHARINE GIBBS BUSINESS SCHOOL, MONTCLAIR, NJ**

Major: Information Processing

Honor Student

**DIPLOMA | JUNE, 1989 | BELLEVILLE HIGH SCHOOL, BELLEVILLE, NJ**

Major: Business Major

## Experience

**OFFICE REPRESENTATIVE | STATE FARM | MARCH 2017-JUNE 2017**

Assist clients with concerns they may have about their policies. Process payments and contact clients regarding past due accounts. Process insurance renewals and apply discounts to policies. Assist in general office duties to include answering telephones, emails and faxing.

**HEAD CASHIER/SOUS CHEF | SPRIG MARKET CAFE | NOVEMBER 2016-MARCH 2017**

Set up café in North Jersey (4) locations. Head cashier. Assist in placing food orders. Cash register functions including handling deposits. Created process playbook for new hire training. Assist chef with baking for corporate cafeteria.

**COCKTAIL WAITRESS/WAITRESS | MEADOWLANDS RACETRACK | APRIL 2014-MAY 2016**

Cocktail waitress at the Lounge, Meadowlands Racetrack.

Waitress at Victory Restaurant/Bar, Meadowlands Racetrack.

**SOUS CHEF | SHORELINE FOODS | FEBRUARY 2015-OCTOBER 2015**

Food preparation for chef manager in corporate cafeteria. Assist chef with baking and preparing salad bar. Cashier and deli experience. Assist with inventory and placing bread, food and soda orders. Successfully run our Secaucus location. Help with preparation of catering.

**ADMINISTRATIVE ASSISTANT | IEEE | JULY 2015-JANUARY 2016**

Process subscriptions and FTP to appropriate printers. Download and save files. Process list loads for campaigns. Keep metrics worksheet up to date for departmental billing. Keep filing up to date.

**CROSSING GUARD | TOWNSHIP OF BELLEVILLE | SEPTEMBER 2010-JUNE 2015**

Responsible for safely crossing all school children and adults in the Township of Belleville. Cover for supervisor when necessary in the main office.

**ADMINISTRATIVE ASSISTANT | SORIANO, HENKEL, BIEHL & MATTHEWS | 2013-2014**

Responsibilities included dictation and submission of appropriate documents to Courthouse and clients.

**PROCESSOR/SKIP TRACE DEPARTMENT | DGR LEGAL | 2008-2010**

Input confidential information into "Comet" to locate and serve individuals with legal documents. Submit information to NJMVC to obtain confidential records to locate and serve individuals. Search for individuals using IRB, Skip Smasher, and NJ Tax Records. Daily interaction with the outside clients via telephone and e-mail.

**PAYROLL CLERK | GROVE AVENUE ASSOCIATES | 2006-2008**

Process weekly payroll and tax documents for approximately 75 to 100 clients. Update payroll files, add employees, garnishments, run and balance payroll reports. Assist with electronically paying quarterly federal and state tax payments. Reconciled monthly bank statements for clients. Interact with outside clients via telephone and email with payroll questions. Paperless filing system.

\*References furnished upon request.

## **Maddalena Candela**



### **Job Objective:**

Seeking a full-time position as a receptionist/patient-coordinator in a fast-paced work environment where I can utilize my people skills.

### **Work Experience:**

- 2002 – Present     **Dental Receptionist/ Office Manager**  
Michael J. Manole, D.D.S., Hackensack, N.J.
- 1995- 2002         **Food Service Coordinator**  
Pomptonian Food Service, Lodi, N.J.
- 1982-1988         **Administrative Assistant**  
Integrated Resources Insurance Co., Fort Lee, N.J.

### **Skills:**

- Knowledge of and processing of insurance claims via mail and e-claims
- Patient and employee scheduling
- Answering multi-line phones
- Accounts payable and collections
- Experience working with dental computer software
- Providing Credit One Care Services to patients
- Making recommendations in regards to hiring
- Handling employee training and development

### **Education:**

- 1980-1982     Berkley Secretarial School, N.Y.C.
- 1976-1980     St. Helena's Commercial High School, Bronx, N.Y.

# ROY DANIEL

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## *Objective*

To work with and build a relationship of confidence and trust with a reputable company.  
My desire is to increase my knowledge and experience.

## *Education*

June 1990-May 1994 Goodwill Secondary High School, Roseau, Dominica, W.I.

## *Work History*

ECSM; Carlisle, PA

December 2006-Present

### *Utility Locator*

- Drive to and from job sites.
- Locate and mark underground utilities efficiently and accurately.
- Provide assistance to other locators.
- Use relevant computer applications for meeting job needs.
- Operate electromagnetic equipment for locating underground utilities.
- Interpret various maps, drawings, prints pertaining to utilities.
- Take photographs of completed job; bill customers.

Central Locating Service Ltd; Sayreville, NJ

May 2006-December 2006

### *Utility Locator*

- Locate and mark underground utilities efficiently and accurately.
- Provide assistance to other locators when needed.
- Use computer applications such as excel spreadsheet to send hours to the supervisor.
- Operate electromagnetic equipment for locating underground utilities.
- Interpret various maps, drawings, and print layouts pertaining to utilities.
- Take photographs of completed job; bill customers.

Town Motors; Englewood, NJ

September 2004-May 2006

### *Valet*

- Record mileage & VIN number of cars coming in for service.
- Wash cars before delivering to customers.
- Retrieve vehicles after service.
- Transport customers' vehicles to their homes and or business

## *References*

Upon request

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# TYSHAWN S. HINES

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## Experience

**Airwell Works LLC**

**Hackensack, NJ**

*HVAC- Helper*

2012-Present

Troubleshoots, maintains, inspects, modifies and repairs heating, ventilation systems, air conditioning and refrigeration systems and equipment including DX and hydraulics systems and components, screw, reciprocating and absorption chillers, cooling towers, fans and fan motors, pumps and pump motors, electric controls and associated safety, over current and other equipment protection devices.

- Monitors work done by outside contractors for adherence to state and federal Code Requirements and reports back to supervisor.
- Assists in the writing of specifications for repairs and new construction.

### **Required tools:**

- Battery powered drill
- Electrical tester
- Sawzall
- Basic hand held
- Hex head nut driver

## **E-village**

**Camden, NJ**

*Computer Aide (Work Study)*

2014- 2015

- Assisted college students with basic computer programs and accessing college material.

## **Shoprite**

**Cherry Hill, NJ**

*Frozen foods, Maintenance*

2014-2015

- Stocked
- Took inventory
- Fixed light fixtures
- Painted
- Used basic hand tools
- Machines Used
  - Forklift and Electrical
  - Pallet jack, fixing light fixtures, painting, general use of basic hand tools.

**LICENSE: CDL PERMIT**

## **References**

*Available upon request*

Ryan Rumsey

Cell: [REDACTED]  
Email: [REDACTED]

### Career Overview -----

Seeking a position where my skills and experience with heavy machinery, power tools and driving abilities can be utilized in a productive and progressive environment.

### Core Strengths -----

- Strong Organizational skills
- Ability to perform heavy duty labor
- Energetic work attitude
- Team player
- Meticulous attention to detail
- Ability to multi-task
- Knowledge of heavy duty machinery including attaching and transporting machines to designated locations

### Certifications -----

- Class A Commercial Driver License
- Meritorious Service and Unit Citation State Certified Firefighter 1 and 2
- CPR Certified
- Fire Ground Officer Development
- Incident Safety Officer
- Incident Management System 100, 200, 300, and 700

### Work Experience -----

06/2008 – Present **Bergen County Department of Parks – Hackensack, NJ**

#### *Maintenance Worker*

- Operates machines such as: Bobcat Front Loader, John Deere 110 Bucket Loader, Commercial Grade Z Mowing machines, chain saw
- Snow Plowing and Removal
- Landscaping
- Maintenance of park facilities

04/2009 – 03/08/16 **Rite Aid – Ridgewood, NJ**

*Cashier*

- Processes monetary transactions
- Assists customers locating items in the store
- Answering telephone calls
- Re-stocking shelves
- Unloading of pallets from distribution trucks

11/2015 – Present **AmeriPark – Paramus, NJ**

*Lead Valet*

- Responsible for safely parking cars
- Assisting customers when needed
- Processes monetary transactions
- Perform check/balance at end of shift
- Supervise subordinates during work shift

**Educational Background** -----

2009      Hackensack High School – Hackensack, NJ

High School Diploma

2007      Bergen County Law and public Safety Institute

**Elizabeth Taveras**



**Objective:** . I would like to apply my skills and at the same time improve my knowledge, learn and understand the nature of my responsibilities and provide an excellent job as a reliable candidate for this position.

**Qualifications summary/skills**

**Proper computer knowledge**

**Fluent in English/Spanish**

**Ability to provide quality costumer service**

**Responsible**

**Confidence**

**Effective commitment to understand and follow instructions and procedures**

**Caring/safety/adaptable**

**Honesty/ mature/ patience**

**Education:**

**Hackensack High School 1999-2003 completed diploma**

**Bergen Community College , Paramus NJ**

**Associate degree in Paralegal studies completed**

**Work Experience:**

**Ace Transportation : 220 Route 46 East Little Ferry, NJ**

**June 2008- present**

**School bus driver**

**Transporting students to and from school safely**

**Maintain security and order in the bus**

**Home Care 24/7: 218 route 17 N Rochelle Park, NJ 07662 September 2007- August 2010**

**Assist patients by providing personal services, bathing, etc**

**Maintain secure the patient environment**

**Support patients by providing them light housekeeping and laundry services**

**Reference: Available upon request**

# Shawn Tilt

## Profile

I am dependable, hard-working and have a strong work ethic.

## Skills

SCBA Maintenance  
General Mechanics  
General Computer Knowledge  
Snowplowing  
Knowledge of underground utilities

Tree Maintenance  
Basic Carpentry  
CDL/Class A  
Loader/excavator operations

## Employment History

|                 |                                                                               |                               |
|-----------------|-------------------------------------------------------------------------------|-------------------------------|
| 10/20 – Present | NJDOT<br>Seasonal Winter Operations                                           | Lodi, New Jersey              |
| 07/19 – Present | Braen Stone<br>Equipment Operator/Laborer                                     | Haledon, New Jersey           |
| 09/14 – 07/19   | Berta Contracting<br>Tri-axle dump truck driver<br>Equipment Operator/Laborer | Wood Ridge, New Jersey        |
| 06/13 – 09/14   | Northern Eagle Beverage<br>Delivery Driver                                    | Carlstadt, New Jersey         |
| 10/11 – 07/19   | New Heights Lawn &<br>Tree Care<br>Seasonal-Landscaping/<br>Snowplowing       | Hasbrouck Heights, New Jersey |
| 09/10 – 09/11   | Scott Health & Safety<br>Service Technician                                   | New York, New York            |
| 11/04- 5/10     | Outdoor Living<br>Seasonal Snowplowing                                        | Fair Lawn, New Jersey         |
| 07/08-04/10     | Boro of Rutherford<br>DPW Laborer<br><br>Garbage/Recyclables Collection       | Rutherford, New Jersey        |

**Employment History Continued-----**

|             |                                        |                           |
|-------------|----------------------------------------|---------------------------|
| 06/06-07/08 | Boro of East Rutherford<br>DPW Laborer | E. Rutherford, New Jersey |
|             | Garbage Collection<br>General Laborer  |                           |

**Education -----**

|                |                                                 |                           |
|----------------|-------------------------------------------------|---------------------------|
| 08/04- Present | Bergen County Fire Academy                      | Mahwah, New Jersey        |
| 09/01-06/04    | Henry P. Becton Reg. HS<br>Graduate             | E. Rutherford, New Jersey |
| 09/01-06/03    | Bergen County Vo-tech<br>Auto Mechanics Courses | Teterboro, New Jersey     |

**Associations -----**

Member – Wallington Fire Department  
Member – Wallington Emergency Squad  
Member – Wallington FD Scuba Team

**References -----**

Robert Ventura  
[REDACTED]

Jay Greco  
[REDACTED]

Allison Saabye  
[REDACTED]



# RYAN HOLLYWOOD

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## OBJECTIVE

To build a career in a growing organization with the opportunity to prove my abilities by accepting challenges, fulfilling the organizational goals, and climb the career ladder through continuous learning and commitment

## EXPERIENCE

### **Sherwin Williams, Hackensack, NJ – Sales Associate**

June 2019 – Present

- Sell paint and various painting related merchandise
- Mix and tint paint to customers specifications
- Unpacking and merchandising weekly store order
- Ensure satisfactory customer service on a personal level

### **TDK Designs, Rochelle Park, NJ – Carpenters Apprentice**

August 2018 – April 2019

- Maintain a clean and safe worksite
- Assist carpenter as directed
- Setup and supervise subcontractors

### **WOW 1 Day Painting, Maywood, NJ – Painter – Part Time**

July 2018 – August 2018

- Assisted in all matters for a residential and commercial painting contractor
- Setup, Cleanup, Painting, Power Washing

### **NYC SYEP, Staten Island, NY – Custodial Assistant**

July 2016 – August 2016

- Worked for 6 weeks as a custodial assistant in the NYPD 120 Precinct through the New York City Summer Youth Employment Program

### **Maywood Fire Department, Maywood, NJ – Volunteer Firefighter**

December 2016 – Present

## EDUCATION

### **Hackensack High School, Hackensack, NJ – HS Diploma**

September 2014 - June 2018

**Bergen County Fire Academy, Mahwah, NJ**

Certificates Obtained

- Firefighter I
- Firefighter II

# Stephanie Nicole Tarabokija



## Objective

To work in environment that fosters personal growth as well as a job that would enable me to use my talent and skills to contribute to organizations goals and that would provide me an excellent opportunity for career development.

## Experience

### Monmouth County Sheriff's Department

2017-Present

**Police, Fire, and Emergency Medical Dispatcher:** Provide emergency dispatch for multi-jurisdictional towns within Monmouth County as well as answer 9-1-1 calls for the entire Monmouth County area.

### Village of Ridgewood

2014- 2017

**Police, Fire, and Emergency Medical Dispatcher/Supervisor/Training Coordinator :** Provide assistance to multiple agencies residents as well as dispatching emergency personnel to calls for service.

### Borough of Cliffside Park

2004-2014

**Police, Fire and Emergency Medical Dispatcher:** Provide assistance to borough residents as well as dispatching emergency personnel to calls for service.

### Borough of Cliffside

2014-2020

**Emergency Medical Technician:** Respond to 911 calls for emergency assistance in the borough as well as surrounding towns.

- Interact with residents throughout the day
- Provide emergency and non-emergency treatment as well as medical transport to local hospitals
- Provide assistance to local residents and other surrounding towns

### Borough of Fort Lee

2010-2014

**Emergency Medical Technician:** Respond to 911 calls for emergency assistance in the borough as well as surrounding towns.

- Provide emergency and non-emergency treatment as well as medical transport to local hospitals
- Provide assistance to local residents and other surrounding towns

## Education

### Fairleigh Dickinson University

2012- Present

Psychology Major Teaneck, New Jersey Current Credits: One Hundred and Eight

**Certifications** Dispatcher Certifications/EMD,NJ EMT, ICS 100, 200, 700, 800, Hazmat Awareness, CEVO, NECI Train the Trainer Instructor and Train the Trainer Instructor for PRSBI (Prevention and Response to Suicide Bombings). Copies of certifications can be provided along with many others.



## **LIAM THOMAS**

Phone: [REDACTED] | Email: [REDACTED]  
[www.linkedin.com/in/liam-thomas](http://www.linkedin.com/in/liam-thomas)

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### **PROFILE**

Eager and persistent Criminology graduate seeking gratifying career in public safety and law enforcement. Innovative thinker with solid team-building collaboration skills and creative personality beneficial for producing robust results. Leads by example, accepts constructive criticism in a positive manner, and able to problem solve efficiently and competently.

### **EDUCATION**

**Ramapo College of New Jersey, Mahwah, NJ, May 2019**  
School of Social Science and Human Services  
Bachelor of Arts in Sociology -- Concentration in Criminology  
Minor in Crime and Justice Studies

*Relevant Courses: (Sociology of Race Relations, Globalization and Society, Human Rights in the Context of Law Enforcement, Intro to Substance Abuse Disorders, Law and Society, Civil Disobedience)*

### **CERTIFICATIONS**

- NECI Basic Tele-Communicator / 9-1-1 Officer (ECO)
- NJ Emergency Medical Dispatch (EMD)
- American Heart Association: CPR for Healthcare Providers (BLS)

### **PROFESSIONAL EXPERIENCE**

**American Dream, East Rutherford, NJ, September 2019 - Present**  
Security Dispatcher

- Dispatches security personnel including Patrol, Plain-Clothes, K9 and Youth Liaison Officers
- Operates state-of-the-art computer programs including monitoring over 1,000 cameras, CAD programs and alarm systems
- Requests assistance from NJSP, NJSEA EMS, Meadowlands Fire and appropriate Federal Law Enforcement agencies
- Enters, processes and retrieves computerized data to compile requested Digital Video and Audio Footage from Genetec reports
- Responds to requests regarding Parking/Traffic, Guest Services, Maintenance and Housekeeping divisions

**Hackensack Police Department, Hackensack, NJ, September 2018 - Present**  
Class 1B Special Officer

- Enforce rule of law to promote public safety through vigilant patrols of assigned posts, parks and business districts.
- Regulate motor vehicles and pedestrians to ensure public safety during events, rallies, processions and other functions.
- Operate conjointly with traffic officers during motor vehicle checkpoints to achieve objectives.
- Preserve public safety during emergencies by ensuring scenes are secure and accessible to authorized personnel.
- Record motor vehicle violations through issuing of appropriate summonses.
- Ride-along with Patrol officers to observe daily operations and various fieldwork activities.

**Bergen County Sheriff's Office: Bureau of Criminal Investigation, Hackensack, NJ, June 2017 - August 2017**  
Intern

- Completed introduction courses on Fingerprint analysis and pertinent processing techniques.
- Engaged in processing crime scenes through photography, evidence collection, documentation and fingerprint analysis.
- Examined, analyzed and inspected evidence and artifacts from concluded B.C.I investigations.
- Shadowed B.C.I detective during active investigation and daily field work operations.
- Digitalized case card documentation into electronic database exclusively utilized by B.C.I employees.

# diana vroeginday

GRAPHIC DESIGN

PHOTOGRAPHY

SOCIAL MEDIA

## contact



[www.dianav.co](http://www.dianav.co)

## education

**BFA in Visual Communication Design**  
Montclair State University | GPA 3.5  
2012 - 2017

## skills

### TECHNICAL

Photoshop  
Illustrator  
InDesign  
Acrobat  
Premiere  
Digital photography  
WordPress

### PROFESSIONAL

Attention to Detail  
Communication  
Multitasking  
Collaboration  
Research  
Critical Thinking  
Problem Solving

## experience

### GRAPHIC DESIGNER & PHOTOGRAPHER

Michal Golan Jewelry | New York, NY | June 2017 - Present

- Designed a variety of digital and print materials, including website banners, mockups, landing pages, social media ads, email newsletters, brochures, and booklets.
- Redesigned and maintained ecommerce website using Wordpress, worked closely with web developers to ensure mobile responsiveness and a positive, customer-focused user experience.
- Collaborated with creative director on digital marketing strategy, helped to engage and grow the brand's audience through targeted social media campaigns.
- Coordinated in-house product photoshoots and retouched photos for both online and print use.
- Expanded email newsletter audience by over 5000 new users through targeted lead generation campaigns.

### DESIGN & COMMUNICATION ASSISTANT

Montclair State Office of Equity & Diversity | Montclair, NJ | Jan 2017 - May 2017

- Collaborated with event organizers and utilized their feedback to design posters, brochures, social media content, and logos.
- Created a range of marketing and promotional materials to communicate the Office's vision and message, including branded buttons and compact mirrors.
- Managed social media accounts and scheduled content.
- Edited photos for print materials and social media pages.
- Grew social media following substantially within a few months.

### GRAPHIC DESIGN INTERN

The Macallan Group | Hoboken, NJ | May 2016 - Aug 2016

- Collaborated with a small team of marketers and copywriters on digital ad campaigns for a range of clients.
- Designed wireframes, web pages, mockups, and social media ads.
- Tested websites to ensure a clean and simple user experience and mobile responsiveness across all devices.
- Communicated with clients and used feedback to improve marketing strategy.

# Trina Cosgrave

CELL PHONE [REDACTED] • E-MAIL [REDACTED]

LINKEDIN <http://www.linkedin.com/pub/trina-cosgrave/b/3b1/b11>

*Skilled office professional with over 20 years of experience*

## Professional Experience:

- Effective manager with 5 years' experience.
- Extensive administrative experience; highly adaptable to various industries.
- Successful communicator with individuals of diverse backgrounds.
- Experienced working with urgent and confidential documents.
- Strong team player and team contributor.
- Solution seeker; able to independently resolve problems and successfully complete projects within budgets and time lines.
- Skilled in Change Management.
- Efficient in MS Office Suite, including MS Word, Excel, Outlook, PowerPoint.
- Quick learner of software systems and databases.
- Detail oriented; sharp eye for editing and correcting materials accurately and timely.
- Experienced in all phases of Human Resource Management.

## Work Experience:

Mar 2019 – Current

### **American Legion Post 118, Secaucus, NJ**

#### *Bartender / Assistant to Finance Officer*

- Opened and closed business.
- Stocked establishment, maintained inventory and ordered stock as needed.
- Responsible for daily balancing of cash drawer.
- Handled contracts between customers renting facility and oversaw events.
- Assisted Finance Officer by inputting daily financial information into Excel, readyed and made bank deposits, paid out bills as necessary.

Oct 2012 – Jul 2017

### **Comfort Keepers, Secaucus, NJ**

#### *General Manager; May 2015 – Jul 2017*

- Responsible for day to day operations and management of office.
- Implemented total office review, including development of new processes and procedures for management and oversight of office staff.
- Identified need for, then coordinated and conducted hiring events, including oversight of employee hiring process from interview to termination.
- Skilled trainer, responsible for conducting new hire on-boarding and orientation of both office and home staff in office procedures as appropriate.
- Effective account management, used in review and sale of available services to existing and new clients.
- Developed marketing skill set by assisting owners in development and implementation of effective marketing strategies.
- Utilized communication skills, acted as liaison between company and client, coordinating appropriate services for clients, as well as working through all questions and/or issues the client had regarding all services or billing.
- Analyzed various reports for budgeting and marketing purposes.
- Oversaw staff RN visits as required by state regulations.
- Held responsibility for corporate guidelines regarding new client submissions.
- Led company in successfully achieving national accreditation through NIHCA - National Institute for Home Care Accreditation.

**Comfort Keepers, Secaucus, NJ (continued)**

*Office Manager, May 2013 – May 2015*

- Expanded utilization of database (eRSP) to further company development
- Assisted in recruitment of new employees, pre-screened applicants for interviews and processed all necessary documentation and requirements, pertinent to new hires, including completion of reference checks, I-9's, background screenings, tax forms, orientation packets and documentation and tracking of course assignments.
- Scheduled employees according to client's needs; communicated those schedules to employees.
- Assisted in employee relations, complaints and resolutions.

*Administrative Assistant/Companion-Caretaker; Oct 2012 – May 2013*

- Creation of spreadsheets that addressed issues within office procedures.
- Updated and maintained existing files, spreadsheets, and databases.
- Completed assigned projects in a successful and timely manner.
- Ensured necessary guidelines were met by employees through database management and communications.
- Companion care of elderly with diminished mental capacity; including errands/shopping, home upkeep, and correspondence assistance.

Feb 2008 – Oct 2012

**Harmony Early Learning Center, Secaucus, NJ**

*Assistant Teacher*

- Assistant teacher in an early childhood education center.
- Full care of children ages six weeks – six years.
- Implementation of structured curriculum & alternate activities as required.
- Verbal & written communication of information regarding injury/wellness/behavior of students with parents, co-workers, and administrative staff.
- Administration assistance such as answering phones, directing visitors in the building, preparing various documents for distribution, and maintenance of files.

Mar 2007 – Feb 2008

**Meadowlands Employment Services, Secaucus, NJ**

*Temporary Employee - By Design, LLC., North Bergen, NJ*

- Trained in Blue Cherry and Garpac (apparel database software)
- Collaborated on the successful transfer of data from one software system to another, worked with Excel spreadsheets, updated existing & created new records in database, personally assisted the head of the IT department.

Oct 2005 – Feb 2006

**Alert Locksmiths, Inc., Lyndhurst, NJ**

*Administrative Assistant*

- Balanced a multitude of tasks including billing clients, A/R, A/P, customer relations & correspondence, purging & updating client database, analyzing annual report, filing, light bookkeeping, payroll, and banking.
- Learned & utilized M.Y.O.B.- Mind Your Own Business (small business accounting program)

Aug 2002 – Feb 2003

**Unitemp Temporary Personnel, Rutherford, NJ**

*Thomas C Pearson, DMD, Englewood, NJ*

- Took on primary role of doctor's assistant, handling all aspects of customer relations, including insurance, patient's charts, and all other related paperwork.

**Unitemp Temporary Personnel, Rutherford, NJ (continued)**

***Atlantic & Pacific Tea Company – Corporate Headquarters, Paterson, NJ***

- Performed appointed tasks within the finance department
- Successfully worked with a team to update, maintain, and convert client database.
- Entered, printed and processed clients' bills.
- Entered credit transactions into finance system for monthly and quarterly reports.

Mar 2002 – Aug 2002

**B.O.C.E.S (Board of Cooperative Educational Services), Malone, NY**

***Substitute Teacher's Aide/Assistant***

- Substituted as a teacher's aide and teacher's assistant working with mentally and/or physically handicapped children of various ages.

Oct 1999 – Jan 2002

**Time Warner Inc., New York, NY**

***Freelance Billing Assistant – Corporate Finance Assistant***

- Preparation, entry and distribution of bills.
- Prepared magazine for review by Publishers' Information Bureau.
- Input of financial data, review and correction of data within various reports.

**Skills and Qualifications:**

- Microsoft Office - proficient in Word; familiarity with Excel, and PowerPoint
- Efficient in Admarc (advertising system), Blue Cherry (Apparel Software), eRSP (cloud based home care software), MYOB - Mind Your Own Business (small business accounting software); ADP Payroll Systems; QuickBooks familiarity.
- Internet Explorer and Outlook, strong proficiency with web browsers and internet usage.
- HR history; Experienced in recruiting, screening, hiring, overseeing and terminating employees.
- Quick & eager to successfully learn & utilize new information/systems.
- Strong communication skills, able to articulate ideas and thoughts clearly and efficiently
- Positive individual that works well independently or on a team.
- Strong believer in upholding client/customer confidentiality as well as enforcing any ethical standards related to company environment.

**Education:**

- 1996 / Hudson County Community College, Jersey City, NJ  
Psychology Major with 4.0 GPA

**References:**

- Available upon request

# Carmen Wong

## PROFILE

An emerging marketing professional who works and communicates well with others and can handle many responsibilities at once. Track record of success in fast- and moderately-paced environments. Recognized for working quickly and completing tasks in a timely manner. Demonstrated ability to engage in multiple work experiences while remaining committed to high academic performance. Technology skills include MS Word, Excel, PowerPoint and Outlook.

## EDUCATION

**Ramapo College of New Jersey, Mahwah, NJ**  
Anisfield School of Business – AACSB Accredited  
Bachelor of Science in Business Administration/Marketing  
Minor in Information Technology Management

Graduated December 2017

## EMPLOYMENT EXPERIENCE

**Sharp Electronics Corporation, Montvale, NJ**  
Product Management Intern, Professional Displays

December 2017-April 2020

- Compile and update Price Tracking Report for key product segments and competitors
- Analyze quantitative data to develop an understanding of the target market and market trends
- Proofread and edit PowerPoint Sales Guides for the sales team

**Morris Automated Information Network (MAIN), Cedar Knolls, NJ**  
Marketing Strategist

September 2018-January 2020

- Design and produce print marketing materials via Canva, such as posters and brochures
- Design and produce email marketing campaigns via Mailchimp
- Write monthly press releases that promote the growth of services and events
- Produce a media kit that demonstrates key services and statistics for use when meeting with prospective clients

**Riverdale Public Library, Riverdale, NJ**  
Library Assistant

November 2017-September 2018

- Assist circulation staff with daily responsibilities (checkouts, returns, renewals, settling fines)
- Compile and edit content for monthly e-newsletters via Mailchimp

**Ridgewood Medical Media, Ridgewood, NJ**  
Events Coordinator

January 2016-December 2017

- Organize staff participation in multiple concurrent trade shows including hotels, flights, and supplies
- Research and compile vendors, suppliers, and travel options for supervisor's review and action
- Manage the logistics of all vendor freight before, during and after the event
- Prepare trade show materials including booths, graphics, displays, media kits, and giveaways
- Process and manage exhibitor contracts and service forms
- Create tradeshow itinerary listing hotels, flights, tracking numbers, and education sessions
- Analyze approximately 8 competitor magazines each month (vendors, products, ad size)
- Create Excel spreadsheet to track month-to-month advertising
- Identify and research authors' contact information for follow up post-publication
- Update Daylite (CRM database) with clients' contact information

UN JEONG (JOY)

## Objective

Energetic and reliable hard worker skilled at working with a diverse group of people.  
Strong organization, communication, and relationship-building skills.  
Motivated learner that is dedicated to providing outstanding services while remaining upbeat and professional.

## Skills

- Computer skills of Excel and other Microsoft Office software
- Database administration
- Time management
- Able to understand and relate to complex theories behind several related concepts
- Knowledge of accounting principles
- Ability to organize and manage multiple tasks
- Ability to work effectively and collaboratively with coworkers

## Experience

- **Howard Realty Sept 2013 - Present**  
Real Estate Agent

Show residential properties and demonstrate the features and benefits of available homes.

Provide close, personal client attention and tenacious follow up to ensure best service.  
Prepare contracts and documentation.

- **N.J Rehab Pain Clinic Sept 2014 - Dec 2015**  
Assistant manager

- Greets and directs patients to appropriate areas and provides needed services.
- Schedules appointments, meetings, and conferences. Maintains files/charts.
- Manages medical receivable system. Sorts and distributes mail.
- Track patients appointments, gather/enter statistical data into database, prepare

- Reports from data collected, process release of records.
- Filed precertification and appeal letter for no-fault patients.

- **KS PODIATRY PC Jan 2016 - 2019**

Practice Manager

- Provide quality care to patients.
- Interact and communicate with patients of all ages and ethnic backgrounds
- Control inventory and order medical, office supplies.
- Manages the daily operations of a high volume podiatry practice office.
- Recruited interviewed and hired staff.
- Complete physician credentialling, license renewal and reappointments.
- Operates X-ray machine.

#### **Education**

- Graduated from East Pennsboro High School 06/1995
- 1 year college at St John's University
- Some college credits from Bergen community college.

## Personnel Department

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**From:** Brianna Meyer [REDACTED]  
**Sent:** Tuesday, November 13, 2018 3:24 PM  
**To:** apply@hackensackdpw.org  
**Subject:** Keyboarding Clerk 1

Hi Cassandra Seshadri,

My name is Brianna Meyer and I am extremely interested in your opening position as part time Clerk. I hope to hear from you soon!

Sincerely,  
Brianna Meyer

Brianna Meyer  
[REDACTED]

Dedicated, service focused, professional seeking to transition into a new career. My past experiences molded me into an organized, thoughtful worker dedicated to assisting in achieving company goals. My ability to multitask with ease and efficiency makes me an ideal candidate for this position.

### Professional Experiences

Grant Street Café, Dumont NJ September 2014 - Present

Server, Trainer

- Focuses on exact execution and preparation of all service standards and prepared new team members to set high standards in a high volume restaurant
- Responsibilities include concentrating on building guest loyalty through establishing meaningful connections and concentrating on providing 100% guest satisfaction
- Building strong teamwork throughout the restaurant by motivating staff during the shift
- Cash handling
- Able to handle high volume, stressful situations while maintain great customer service
- Following strict sanitation standards implemented by the restaurant

Ranchero Cantina, Emerson NJ      October 2013 – September 2014

Server, Trainer

- Building strong teamwork throughout the restaurant by motivating staff during the shift
- Maintaining cash handling under high pressure situations
- Able to handle high volume, stressful situations while maintain great customer service
- Following strict sanitation standards implemented by the restaurant

- Worked with a POS system

Crumbs Bake Shop, Ridgewood, NJ

Sep 2011- Oct 2013

Cashier, Barista

- Supervisor/team leader of employees
- Opening and closing store responsibilities
- Worked with a POS system
- Handled all bank and safe transactions
- Handled the execution of all pickup and delivery orders

#### Education

September 2007- June 2011

High School Diploma

Dumont High school

Dumont, NJ

Computer Skills

Microsoft Word, Microsoft PowerPoint

#### References

Christopher DeLaura

[REDACTED]

Kaitlyn Caspare

[REDACTED]

Priscilla Rodriguez

[REDACTED]

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# TAYLOR O'BRIEN

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## SKILLS

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Exceptional people skills  
Motivated team player  
Experienced in providing vendor  
& customer support with the  
ability to build positive,  
professional relationships  
Sales experience in fashion &  
home goods industries  
Ability to manage calendars,  
company travel & expenses  
Proficient in PowerPoint, Excel,  
Word & Outlook

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## EXPERIENCE

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### CRYSTAL LYNN CLOTHING COMPANY - NYC

March 2015 - Present

Juniors and Girls 7-16 clothing line

Conducting sales appointments, showcasing product, preparing products for market, writing orders using Excel, managing schedules, interacting with store buyers, personal assistant duties, picking up/dropping off line samples & creating CADs using PowerPoint

### THE MERCHANDISE NETWORK - NYC

July 2012 - March 2015

Finalized order worksheets for vendors & online retailers, previewed vendor lines in market, wrote orders, managed schedules & provided after sales service

### ESTATE SALES ASSOCIATE - NEW JERSEY

April - September 2015

Assisted with the setup and break down of estate sales across New Jersey & provided customer support to clients

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## EDUCATION

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Essex County College 2013 - 2014

Bergen Community College 2012

Rider University 2011

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## COMMUNITY WORK

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### **Feed the Hungry Volunteer Group**

2018 - 2019

Prepare & serve lunch once a month at the Bergen County Housing,  
Health & Human Services Center

### **Girl Scouts of America**

1997 - 2011

Bronze & Silver Awards in commemoration of volunteer work

### **Environmental Club Ridgefield Park High School**

2010 - 2011

Founder & President

Started the school recycling program

# Nicholas Labruna

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## Professional & Leadership Experience:

**Community House Mental Health Agency (AmeriCorps), Seattle, WA**

**August 2017 – August 2018**

### *Clinical Case Manager*

- Participated in the AmeriCorps program as part of an outpatient mental health clinic
- Counseled 20+ patients weekly to help build and maintain a regimen of mental health stability and happiness
- Advocated for patients to obtain health, housing, and financial aid as part of rehabilitation efforts to promote civic engagement
- Led a class based art group encompassing over 15 patients as part of a stress management program

**Fordham Information Technology, New York, NY**

**September 2016 – May 2017**

### *Technology Consultant*

- Provided subject matter expertise regarding Fordham's technology apparatus - delivering solutions & championing efficiencies to students and professors across campus
- Beginner project management skills – progress reporting, problem resolution, & best practice reviews
- As a technology lead, mentored classmates on the innovative technology practices Fordham was developing

**National School Climate Center, New York, NY**

**January 2016 – May 2016**

### *Marketing Associate*

- Presented monthly business reviews of our business unit questionnaires to senior executives
- Collaborated with the Social Media team in the design of NSCC's online visual re-branding strategy
- Advanced analysis into our back-end database to ensure viable qualitative data was readily available

**Rodriguez Coffee House, New York, NY**

**September 2013 – May 2017**

### *Club Co-President*

- Responsible for over sixty student volunteers via a student the management of a student run coffee shop
- Actively promoted club events through poster design and social media outreach efforts
- Led weekly club meetings to discuss both the operational capacity of the group and administrative changes

**Podvey-Meanor Law Firm, Newark, NJ**

**Seasonal: June 2015 – August 2016**

### *Clerk*

- Conducted research & analysis to support the firm's case load; assisting multiple attorneys across a plethora of legal suits
- Oversaw firm-wide database; supported all past cases by updating files with relevant client information

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## Community Service:

**Mahwah Environmental Volunteers Organization, Mahwah, NJ**

**December 2012 – August 2013**

### *Marketing & Events Coordinator*

- Planned and led environmental events in town, including trash cleanup and tree/flower planting
- Sent out monthly newsletter email to volunteers, informing them of upcoming community engagement activities
- Led local recruiting efforts to increase membership and the organizations fundraising capacity

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## Education & Awards:

**Fordham University, New York, New York**

**August 2013 – May 2017**

Bachelors of Science – *Major* – Psychology, *Minor* – Visual Arts & Marketing

Cum Laude Graduate – GPA 3.63

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## Technical & Language Skills:

- **Technical:** Adept in all Adobe Suite Programs – Photoshop, Illustrator, & Premiere; Microsoft Operating System Suite; Apple Operating System Suite; & Social Media
- **Personal:** Avid music & concertgoer; passionate regarding new technology and gadgetry; love of travel

# MARIAH GABRIELLE RAMIREZ

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Approachable, independent, multi-tasking Office Assistant with extensive customer service experience and, time management, skills. Efficient and adaptable to a fast-paced environment.

## EDUCATION

**Berkeley College, Woodland Park, NJ**

*Bachelors Science Degree, Major: Criminal Justice*

*December 2017*

## WORK EXPERIENCE

**Regent Care Center, Hackensack, NJ**

*Dietary Aide, Apr 2017 – Present*

**Prospect Heights Care Center, Hackensack, NJ**

*Dietary Aide, Apr 2017 – Apr 2018*

*Assistant Director April 2018 - Present*

- Maintain a clean and sanitized work area.
- Distribute menus to patients, collect diet sheets, and deliver food trays and snacks directly to patients.
- Work on assembly lines adding cutlery, napkins, food, and other items to trays in hospitals, and cafeteria.

**My Fair Nanny, NJ**

*Nanny, May 2017 – Present*

- Help prepare and serve nutritionally balanced meals and snacks for children.
- Organize, conduct, and teach age-appropriate recreational activities

**YMCA of Greater Bergen County, Hackensack, NJ**

*Assistant Teacher, Jun 2014 – Aug 2016*

*Membership Greeter & Access Control, Jun 2016 – Apr 2017*

- Conferred with parents and teachers any academic issues or behaviors.
- Prepare reports on students and activities as required by administration.
- Hear and resolve complaints from customer.
- Receive payment and record receipts for services

## VOLUNTEER

**Woodland Park Police Department BBQ, Woodland Park, NJ**

*September 2017*

- Assisted police officers with community activities

**Bergen County Social Services, Rochelle Park, NJ**

*Internship Sep 2017 – Dec 2017*

- File cases and log mail into the system.
- Speak and assist clients over the phone
- Use my skills in Microsoft Office into the workplace

## ADDITIONAL SKILLS & CERTIFICATIONS

- Fluent in English and Filipino;
- Adult and Pediatric First Aid/ CPR/ AED
- Certification of Completion in Study of Law Enforcement Career Development Training
- SORA License

# SEBASTIAN SPADAVECCHIA



## OBJECTIVE

Seeking a position in your company where I can utilize my customer service, planning and leadership skills acquired throughout the years of experience in different fields. Contribute as a highly motivated employee capable of meeting deadlines, work under pressure and successfully complete expected work.



## EDUCATION

**Associates in Science | Bergen Community College – Paramus NJ**

2016 – 2018

**High School | Fair Lawn High School – Fair Lawn NJ**

2013 – 2016



## EXPERIENCE

**Bar Manager | General Poor's Tavern – Hackensack NJ**

MARCH 2019 – PRESENT

Manage Bar needs, control inventory and reorder supplies, manage budgets, ensure sanitation practices, hire and train staff, coordinate employee schedules, maintain payroll and ensure proper liquor sales practices. Assist to create promotions, events and new menu items.

**Assistant Manager | Choripan Rodizio – Hackensack NJ**

MAY 2016 – PRESENT

Greet customers and answer questions. Ensure efficiency on orders taken and served. Ensure proper sanitation practices, restocking supplies, cash register.

**Customer Service | Kuiken Brothers company, Inc – Fair Lawn NJ**

APRIL 2015 – MARCH 2019

Assisted customers with lumber and building materials for projects of remodeling and improvement. Handle cash register.

**Sports Statistician | ABL Sports League – Hoboken NJ**

FEBRUARY 2017 – DECEMBER 2018

Responsible for accumulating every game statistic; record and organize clean data to write reports/summary after the finalization of the event.

**Bouncer/ Security | Hoboken Bar and Grill - Hoboken**

FEBRUARY 2016 – JANUARY 2018

Ensure order and safety among the clients visiting the bar.



## **SKILLS**

- Leadership
- Bilingual – English/Spanish
- Excellent Customer Service
- Microsoft Office (5 years)
- Cash handling
- Strategic Planning

# RICKI DASILVA

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## Objective

Dedicated person interested in pursuing a job that allows me to use my skills to benefit the company.

## Education

Berkeley College

Woodland Park, New Jersey

Associates Degree in Applied Science, Criminal Justice

## Experience

St. Moritz Security

June 2018- Present

Security Officer

Rahway, New Jersey

- Secure high-end retail stores while providing higher standards to customer service.
- Keeping inventory of the store's handbags, costume jewelry, as well as ready to wear.
- Reporting and keeping a log of daily activities.
- Monitor over 30 CCTV's for a high-end jewelry store.
- Receive phone calls from jewelry stores calling regarding to opening the stores.

IPS Hospitality Security

Supervisor- Security Officer

November 2017- June 2018

Fair Lawn, New Jersey

- Secure buildings and premises while providing refined and lavish manners.
- Sight supervisor, overseeing schedules as well as incidents reports.

BMW of Bloomfield

Valet

March 2016 – November 2017

Bloomfield, New Jersey

- Multi-tasking in a fast place environment, while ensuring customer receive satisfaction
- Temporary "Supervisor"

## Volunteer Work

Carlstadt Volunteer Ambulance Corps

June 2017 – March 2018

- Respond to emergency and non-emergency calls inside Carlstadt, Wood-Ridge, East Rutherford, and Moonachie.

Montclair Police Department

January 2018 – April 2018

- \*internship\*, working alongside the police officers, detectives, community police, and civilian employees. (dispatchers and clerks)

## Certification:

SORA Certification

December 15, 2017-December 15, 2019

Public Safety Telecommunicator 1

April 6, 2018 – April 6, 2020

Emergency Medical Dispatch

September 2018 – September 2021

CPR/First Aid

July 2019 – July 2021

# Luis Perez



## EXPERIENCE

### **The City Of Clermont, Clermont, FL — *Utility Worker***

**August 2015 - PRESENT**

Work on Sewer and water infrastructure

Participate on a 24/7 on call rotation

Perform other maintenance jobs around the city

Instal water meters

Operate construction equipment

Fix water leaks

Exercise valves

Fix main breaks, force mains, water mains, reclaim mains

Work on Lift Stations

Work on Sewer lines

Clean out Laterals

Work on lift stations pumps

Maintain ARV's

Change fuel lines on diesel engines for generators

Operate front end, back end Vacc truck

Operate crane truck

Operate camera truck

## EDUCATION

### **Lake Tech, Eustis, FL — *Phlebotomy Certification***

**August 2014 - February 2015**

### **South Lake High School, Groveland, FL — *Diploma***

**August 2009 - May 2013**

## SKILLS

Bilingual

Tech Savvy

## AWARDS

Employee recognition 2015

Employee recognition 2017

## LANGUAGES

English

Spanish

## CERTIFICATIONS

### **Osha and State Certifications**

Confined Space Training  
(supervisor training)

Hazardous Material Training

Bloodborne Pathogens  
training

Collections Class C State  
certification

Maintenance of Traffic  
Certification

Stormwater Inspector  
(license)

CDL Class B  
(Tanker endorsement)



**Brian Ristagno**

## **experience**

- ♦ 2012-PRESENT **WEICHERT Realtors** Clifton, NJ
- ♦ Licensed REAL ESTATE BROKER
- ♦ MILLION DOLLAR CLUB 2015, 2016

2013-2016 **Archer & Greiner Attorneys at Law** Hackensack, NJ  
Office Clerk / Notary Public

2008-2012 **Goldman & Warshaw Attorneys at Law** Pine Brook, NJ  
Document Imaging Specialist / Mailroom / Copy Clerk

## **Education**

1996-2000 Nutley High School Nutley, N.J  
2012 Weichert Real Estate School/ Salesperson license  
2016 Weichert Real Estate School/ Brokers license

## **Interests**

*Real Estate & Law*

## **REFERENCES**

**Jeffrey Parella** / Attorney @ Houslanger & Associates llc

**Thomas Herten** / Attorney @ Managing Partner / Archer & Greiner

**Louis Tomasella** / Attorney @ Archer & Greiner

# BRIAN RISTAGNO

## OBJECTIVE

To obtain a position that will demonstrate my skills from previous employment while providing a rewarding experience for others around me.

## Work History

2012-present Weichert Realtors Clifton, N.J.  
Licensed Real Estate Broker  
Million Dollar Club 2015, 2016

2013-present Archer & Greiner Attorneys at Law Hackensack, NJ  
Law Clerk  
2008-2012 Goldman & Warshaw Attorneys at Law Pinebrook, NJ  
Document Imaging Specialist/ Mailroom

2006-2008 Right Source Document Center Parsippany, NJ  
Mailroom/ Delivery Driver

## EDUCATION

1996-2000 Nutley High School Nutley, N.J.  
2012 Weichert Real Estate School/salesperson license  
2016 Weichert Real Estate School/Brokers license

## REFERENCES

Jeffrey Parella  
Attorney / Houslanger & Associates llc 

Andrew Cevasco  
Attorney / Managing Partner / Archer & Greiner p.c 

Tony Sanchez  
Broker Manager / Weichert Realtors 

## SUSAN P. GAROFALO

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October 24, 2019

Mr. Gregory Liosi  
Artistic Director  
Hackensack Performing Arts Center  
102 State Street, Hackensack NJ 07601

Mr. Frank Borrelli  
Arts Coordinator/IT Operations Manager  
Hackensack Performing Arts Center  
102 State Street, Hackensack NJ 07601

Dear Greg and Frank:

I wasn't expecting to present myself for hire when I went to City Hall on an errand for my mother yesterday, but I'm grateful that had the happy coincidence of meeting you both. As I said, I've wanted to work for the City of Hackensack ever since I left the Mayors Office in White Plains, NY, when after 12 years in office, Mayor Joseph Delfino decided to retire.

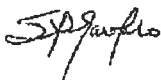
My experience in White Plains is so relevant because that city and Hackensack have a great deal in common. Both are county seats that were vibrant hubs for business, commerce and government, and offered attractive destinations for entertainment and community life. Both cities suffered from a national economic decline and were then rekindled with smart planning and an invigorating revitalization program. Both had the insight to install a performing arts center as a shining focal point for the community's heartbeat and lifeblood.

I've seen firsthand how smart growth can energize and unite the business community and every neighborhood within a city's borders. And I think what I've learned could be useful to Hackensack's resurgence.

I'm attaching my resume with this note and hope that we can find some time to talk about possible upcoming employment opportunities. I want to share details of my career, my involvement in community theater, my experience as a board member at the White Plains PAC and what I am doing now. I want to hear what your visions are and how I might make an ongoing, cumulative contribution as a collaborative team member.

I hope we can get together at your earliest convenience and I look forward to speaking with you soon. Until then, I wish you all the best.

Sincerely,



Susan Garofalo

# SUSAN P. GAROFALO

*Senior Communications Strategist • Content Creator • Video Producer*

## SUMMARY

Award-winning communicator with experience in digital, print, video, TV and radio. Extensive client list includes corporations in 24 industries, 10 government agencies and departments, and over 30 non-profits and associations. Honors include five gold medals at the New York Festivals TV & Film Awards. Equally adept at unique blend of writing genres, from creative to technical to narrative.

## PROFESSIONAL EXPERIENCE

**Garofalo Communications / Ahimsa Creative: Light & Ink    Allendale, NJ    2018 – Present**  
**Director of Communications/Legislative District Office Press Secretary**

- Provide strategy for special communications projects and execute media plan for businesses, state senators and legislative caucus members: op-eds, statements, media relations, pressers, videos.

**New Jersey Senate – Senate Majority Office    Trenton, NJ    March – October 2018**  
**Deputy Director of Communications**

- Created updated communication initiatives, assessed department operations and grew staff from two to seven specialists, forming cohesive, impactful team.
- Oversaw communications strategies, projects and intensive social media activity during FY19 budget negotiations.
- Provided talking points and speeches for pressers and media events as well as copy for published interviews and articles.
- Devised communications strategy for Senate members, enhancing their position as thought leaders.
- Oversaw daily output of legislative news through print and social media; supervised video production.
- Created news releases, letters-to-the editor and opinion pieces on behalf of legislators.

**Garofalo Communications / Ahimsa Creative: Light & Ink    Allendale, NJ    2010 – 2018**  
**Writer / Video Producer / PR & Communication Strategist**

- Produced impactful, audience-targeted creative for clients in healthcare, fitness, wellness, finance, real estate, insurance, political action, social justice, government and technology.
- Distilled complex concepts and industry-speak into easily digested content for positive public image, PR, fundraising and marketing.
- Turnkey project management rooted in dialog and deep listening, and culminating in design and delivery most effective for client needs and targets.

**Office of the Mayor, City of White Plains    White Plains, NY    2007 – 2010**  
**Strategic Area Development Officer/Grants Coordinator**

- Produced web copy, printed material and video to promote city programs and initiatives.
- Coordinated media contact and press conferences, created press releases and media kits.
- Wrote Mayor's speeches, including annual State of the City Address.
- Directed public access channel programming on city initiatives and events.
- Researched, wrote and edited portions of the city's comprehensive "Going Green" website.
- Submitted detailed appropriations requests and worked with legislative representatives in Washington, D.C.
- Collaborated with the Business Improvement District to promote city projects and events.
- Served as liaison between city and neighborhood associations, businesses, developers, and professionals in such fields as planning, environmental sustainability, and traffic.
- Wrote grant proposals that yielded millions of dollars.

# SUSAN P. GAROFALO

Page 2 of 2

## PROFESSIONAL EXPERIENCE (continued)

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                               |                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------------------|
| <b>SA Productions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Upper Saddle River, NJ</b> | <b>1991 – 2007</b> |
| <b>Freelance Writer/Producer/Director</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                               |                    |
| <ul style="list-style-type: none"><li>Generated business with corporations, agencies and associations culminating in a broad range of media and print projects for marketing, public relations and fundraising, often with accompanying ancillary material and the creation of events.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                               |                    |
| <b>Lee Laino Associates, Inc. P.R.,</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>New York, NY</b>           | <b>1990 – 1991</b> |
| <b>Account Executive</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                               |                    |
| <ul style="list-style-type: none"><li>Implemented pro-active public relations strategies for social issue account, creating media information kits, media releases, public opinion surveys, brochures, op-ed pieces, and newsletters, and overseeing media training and media tours.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                               |                    |
| <b>Planned Communication Services, Inc.,</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>New York, NY</b>           | <b>1982 – 1990</b> |
| <b>Vice President/Creative Director</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                               | <b>1988 – 1990</b> |
| <ul style="list-style-type: none"><li>Managed ongoing, long-term corporate PR and marketing video accounts, mostly for broadcast.</li><li>Supervised creative and technical staff of 50 people.</li><li>Created special events and ancillary materials to enhance VNRs, PSAs &amp; marketing videos.</li><li>Arranged and trained clients for media tours.</li><li>Won many government and corporate bids with creative project proposals.</li></ul>                                                                                                                                                                                                                                                                                                                                                                    |                               |                    |
| <b>Writer/Producer – Creative Director/Account Executive</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                               | <b>1982 – 1988</b> |
| <ul style="list-style-type: none"><li>Advanced from writer to writer/producer/director to Creative Director, culminating in the conceptualization, scripting, budgeting, directing and producing public relations, fundraising marketing and informational films, videos and audio tapes for government agencies, national professional and trade associations, nonprofit organizations and Fortune 500 corporations.</li><li>Wrote proposal, pilot and featured segments for a nationally syndicated, 13-part TV series, <b>TRENDS IN LIVING</b> underwritten by the National Association of Realtors to highlight real estate issues including city revitalization, zoning, home renovation, energy and sustainability, buying and selling, law and lifestyle. Traveled extensively, directing local crews.</li></ul> |                               |                    |

## MEDIA EXPERTISE

**Print:** Web and Social Media Content, Blogs, Magazine and Newspaper Articles, Speeches and Media Comments/Quotes, Newsletters, Press Releases, Media Information Kits and DVDs, By-Liners, Letters-to-the-Editor, Op-Ed Pieces, Pamphlets, Palm Cards, Poetry and Lyrics

**Film and Video:** Produced more than 1,000 films and videos for Fortune 500 corporations, government departments and agencies, and professional, trade and non-profit organizations

**Broadcast:** Public Service Announcements, Commercials, Video News Releases, Electronic Media Kits, TV & Radio Series, TV Program Promos and Documentaries

**In-house and on-site videos:** Marketing, Sales, Kiosk, Point-of-Purchase, Promotional, Training, Motivational and Fundraising

## PROFESSIONAL TOOLS

Microsoft Word, Excel, Power Point, Keynote, Pages, WordPress, Final Draft, Final Cut Pro

# SUSAN P. GAROFALO

## ADDENDUM TO RESUME

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### CLIENT LIST

#### Corporate

|                             |                         |                              |
|-----------------------------|-------------------------|------------------------------|
| Lego                        | Pennwalt                | Ralston Purina               |
| Care Bear                   | Union Carbide           | Kraft Foods                  |
| American Greeting Cards     | W.R. Grace              | Hershey Chocolate Company    |
| Marvel Comics               | DuPont                  | Kentucky Fried Chicken       |
| Universal Studios           | Monsanto                | Oscar Meyer                  |
| VH1                         | Siemens Corporation     | Nestle                       |
| Nickelodeon                 | IBM                     | McDonald's                   |
| Abbot Laboratories          | ITT                     | Campbell Soup Company        |
| Ross Laboratories           | AT&T                    | Austin Nichols (Wild Turkey) |
| Boehringer Ingelheim        | Travelers Insurance     | Schiffli                     |
| Pharmaceuticals             | Metropolitan Life       | Southern Comfort             |
| Lilly                       | US RE Analytics         | Philip Morris                |
| Stuart Pharmaceuticals      | Michelin                | Northeast Utilities          |
| SmithKline                  | Honda                   | Encyclopaedia Britannica     |
| Sterling Drug               | Avis                    | Buster Brown Textiles        |
| Cyanamid                    | Intercontinental Hotels | Thom McAn Shoes              |
| Wyeth Labs                  | Airbus Industrie        | Footstar, Inc.               |
| Schering Plough Corporation | KLM Airlines            | Britannia                    |
| Winthrop Labs               | Coca Cola               | Playtex                      |
| Phillips Petroleum          | Ovaltine                | Springfield Precision        |
| Exxon                       | IGA Food Stores         | Instruments                  |
| Chevron USA                 |                         | Samsung                      |

#### Government Agencies

|                                                           |                                                     |
|-----------------------------------------------------------|-----------------------------------------------------|
| U.S. Department of Labor                                  | U.S. Department of Agriculture                      |
| U.S. Department of Transportation                         | OSHA                                                |
| President's Committee on Employment<br>of the Handicapped | President's Council on Physical Fitness<br>& Sports |
| President's Council on Aging                              | Environmental Protection Agency                     |
| Federal Trade Commission                                  | National Assn. of Postal & Federal Employees        |

#### Associations, Non-Profits and Trade Groups

|                                                         |                                                |                                        |
|---------------------------------------------------------|------------------------------------------------|----------------------------------------|
| Council on Family Health                                | American Hospital<br>Association               | National Confectioners Assn.           |
| National Association of<br>Critical Care Nurses         | National Allergy & Asthma<br>Foundation        | Institute of Food<br>Technologists     |
| American Academy of<br>Physician Assistants             | American Foundation for<br>Urological Disease  | Aluminum Association                   |
| Optical Manufacturers Assn.                             | National Center for Health<br>Education        | American Petroleum Institute           |
| National Association for the<br>Prevention of Blindness | National Safety Council                        | Independent Petroleum<br>Institute     |
| National Association of Nurse<br>Anesthetists           | National Agricultural<br>Chemicals Association | National School Boards Assn.           |
| Mental Health Association                               | American Bankers<br>Association                | National Olympic Committee             |
| Juvenile Diabetes Association                           | National Alliance of Business                  | American Society of Florists           |
| National Association of Retail<br>Druggists             | National Association of<br>Realtors            | Public Relations Society of<br>America |
| American Pain Society                                   |                                                | Amnesty International                  |
| American Lung Association                               |                                                | CARE                                   |
|                                                         |                                                | Save the Children                      |
|                                                         |                                                | Campfire USA                           |

# Charles Morell

**Roll Off Driver and packer Driver**



## Work Experience

### **Roll Off Driver and packer Driver**

July 2011 to June 2017

### **Roll Off Driver**

November 2007 to June 2011

### **Roll Off Driver**

January 2005 to October 2007

### **Roll Off Driver**

September 2000 to January 2005

## Education

### **General**

Memorial High School

## Skills

PACKER (10+ years)

## Additional Information

### **SKILLS**

Rolloff and packer (10+ years)

# RICHARD POSHKUS



Strong passion for law enforcement hoping to gain experience and knowledge in the field.

## EXPERIENCE

**MARCH 2017 – CURRENT**

**PARKING ENFORCEMENT OFFICER, HACKENSACK POLICE DEPARTMENT**

- Patrol city limits
- Enforce parking summons

**OCTOBER 2013 – MAY 2017**

**AREA SUPERVISER, FAIRLEIGH DICKINSON UNIVERSITY**

- Oversaw the building managers
- Handled monthly stats and the transaction of money
- Created scheduling for employees

**FEBRUARY 2017 – JULY 2017**

**SERVICE REPRESENTATIVE, 24 HOUR FITNESS**

- Opened and closed facility
- Performed daily duties
- Oversaw transactions

**OCTOBER 2012 – AUGUST 2016**

**FARM WORKER, VON THUNS FARM**

- Transported farm produce across the state of New Jersey
- Worked at farmers markets
- Assisted with daily farm duties

**April 2019-Current**

**Public Safety Telecommunicator, Middlesex County College Police Department**

- Answer and transfer phone calls
- Familiar use with CAD (INSERVICE)
- Communicates with public

## EDUCATION

**SEPTEMBER 10<sup>TH</sup> – SEPTEMBER 29<sup>TH</sup> 2018**

**PST 1 CLASS CERTIFIED, SPARTA TOWNSHIP**

**EMD class certified**

**AUGUST 2013 – DECEMBER 2017**

**BA IN CRIMINAL JUSTICE, MINOR IN POLITICAL SCIENCE, FAIRLEIGH DICKINSON UNIVERSITY,  
TEANECK NJ**

Obtained Class 1 Special Officer through Hackensack Police Department as an internship

## **SKILLS**

- Hard worker
- Focused

## **ACHIEVEMENTS**

- CPR and AED Certified
- Over 120 Volunteer Hours with Hackensack Police Department
- Class 1 Special Officer with Hackensack Police Department

**Guillermina Diaz**  
**Objective**

To obtain a position in sales where my extensive knowledge of customer relationship management can be applied to ensure that the customer's expectations are met consistently. Furthermore, where my strong communication skills and demonstrated success as a cohesive team player can be utilized.

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**Professional Experience****Specialty RX- Ridgesfield Park, NJ**  
Pharmacy Technician**09/2016-Present**

- Enter new orders into pharmacy computer system for Staff Pharmacist review.
- Maintain customers' specific information by entering new information, updating and correcting information in pharmacy computer system as required.
- Generate accurate labels for dispensing.
- Triage incoming faxes promptly and accurately.
- In charge of seven small pharmacies (cubex) inside of nursing homes.

**Specialty RX- Ridgesfield Park, NJ**  
Pharmaceutical Courier**07/2012-09/2016**

- Made deliveries to nursing homes on assigned route.
- Used a handheld tablet to scan customer orders for accuracy, obtain route stop information and navigation.

**Learning Express- Englewood, NJ**  
Store Manager**11/2003-04/2010**

- Responsible for daily business operation, ordering, inventory and general ledger administration.
- Scheduled hours of operation and staff member work shifts, evaluated and assigned daily tasks to ensure that business ran smoothly.
- Conducted staff performance reviews and provided store general manager with constructive suggestions for merit benefit increase.

**Imaginarium- Englewood, NJ**  
Assistant Manager**04/2001-07/2003**

- Responsible for daily operations of store, ordering, inventory, and sales.
- Specialized in educational products to enhance children development skills.
- Assisted parent customer in selecting appropriate items according to the age of their children.
- Set weekly payroll and compiled annual sales figures.

- Responsible for scheduling work shift.

**Zany Brainy- Paramus, NJ****09/1999-04/2001****Replenishment Specialist**

- Oversaw all merchandise that was received and shipped by and to the company.
- Scheduled the shifts on which stock was retrieved from the warehouse by the different departments.
- Provided customer service support for vendors in relation to orders and depletions.
- Performed highly as a sales advisor.

**Value City- Paramus, NJ****12/1998-04/2000****Sales Lead, Shoe Department**

- Provided inventory control to submit quantities of physical items present on shelves to department manager to assure inventory levels were accurate in system.
- Supervised the performance of six sales associates in a high-volume retail environment.
- Trained sales associate in handling inventory properly.
- Serve as point of escalation for customers when assistance at first contact did not meet their needs and for employees when additional help was needed to fulfill customer needs.

**McDonald's Restaurant- River Edge, NJ****03/1996-08/1998****Assistant Manager**

- Assisted manager in supervising store operations in a high-volume restaurant environment.
- Supervised performance of eight members.
- Responsible for interviewing and recommending potential candidates to store manager.
- Conduct training to new hires and former employees in all aspects of the business managers.
- Coordinate hours of store operation and schedule employees in all aspects of the business and food handling.
- Responsible for setting up pastries and toy displays according with the promotions currently running in the store.

**Education****Bergen County Community College- Paramus, NJ****Current****Associate Degree****Skills**

- Bilingual: English, Spanish
- Communication Skills (Spoken, written)
- Problem-solving
- Planning/ Organizing
- Adaptability
- Customer Service

Kamar Simmons



**Education:**

**2008** Depaul High School - GPA: 3.4

**2010** Passaic County Community College- GPA: 3.5  
Major: Criminal Justice

**Professional Experience:**

**2015- Present** Lowe's Home Improvement  
Assistant Store Manager

- Supervised over 200 sales professionals
- Support sales reps in opening new accounts and upgrading existing service.
- Serve quick and effective customer service by solving customer concerns and issues.
- Maintain quality control/satisfaction records, constantly seeking new ways to improve customer service

**2014- 2015** Boys & Girls Club  
Assistant Director/Youth Development Specialist

- Organize and supervise large group of children.
- Handle office work.
- Pick children up from their schools safely and report them to the facility.
- Ensure that site is kept clean, free of litter, and organized.
- Lead group activities such as crafts, nature, swimming, games, archery, and bus time when traveling.
- Report incidents, attendance and any concerns to parents or site.
- Enforce safety, rules, responsibility, and also friendly behavior with others.

**2008- 2013** Home Depot  
Supervisor

- Supervised over 100 sales professionals
- Support sales reps in opening new accounts and upgrading existing service.
- Serve quick and effective customer service by solving customer concerns and issues.

- Maintain quality control/satisfaction records, constantly seeking new ways to improve customer service

**2006- 2008**

**Paterson YMCA  
Head Counselor**

- Responsible for a group of children aged 3-12.
- Ensure and enforce safety and also monitor conflicts.
- Led children in arts and craft, sports, and educational activities.
- Help file attendance sheets, student records, letters, and make copies.
- Insure adherence to health and safety standards and regulations.
- Developed positive relationships with staff, administration, and parents.
- Conducts and attend in-services and staff meetings

**Volunteer Experience:**

**2004- 2008**

**Oasis  
Teacher's Aide**

- Responsible for care and safety of the children in the facility.
- Care for development of the children physically and emotionally.
- Prepare learning materials and be involved with group activities.
- Perform housekeeping duties in classrooms.
- Reinforced rules and safety.

**Key Skills:**

- Customer service (6yrs)
- Computer Literate
- Correspondence handling
- Record maintenance
- Events coordination
- Office procedures
- Microsoft Software
- Staff training
- Typing speed: 45wpm

**Licenses/Certifications:**

**CPR/AED/First Aid**

## **Dennis R. Roon Jr.**

### **Objective**

Energetic person who provides the experience and critical thinking necessary to successfully facilitate client relations. Hard working and dedicated to his work. Award-winning customer support professional who has advanced quickly in all positions. Motivated to perform at peak levels and meet company goals.

### **Education**

- Lincoln Technical School
- Aspire Pesticide Training
- New Jersey Tractor Trailer Training

### **Certificate/License(s)**

HVAC Certificate  
CDL class A License.

### **Work Experience**

**Private Contractor** Carlstadt, NJ 09/2013 to current  
*Assistant Handyman*

- General Home repairs
- Minor construction installation of drop ceilings, painting, dry wall and plumbing/electrical.
- Handled a range of carpentry jobs including building kitchen cabinets, constructing stairs and installing doors and frames.
- Minor HVAC work ( Refrigeration, appliance repair)
- Will be able to provide References upon Request

**KINSON WHOLESALE** WOODRIDGE NJ 05/2017 to 12/2017  
**DRIVER**

- DELIVER CUSTOMER ORDERS
- CUSTOMER SERVICE
- CLEAN UP SHOP ON DOWN TIME

**Driscoll Food** Clifton NJ 12/2016 to 05/2017  
**Driver**

- Deliver customer orders
- Customer Service

**Optimum** Lodi NJ 09/2015 to 4/21/2016  
**Field Tech**

- Install Cable
- Troubleshoot cable

**Viking Pest Control** Saddle Brook NJ 07/2015 to 9/2015  
**Pest Technician**

- applied pesticide
- customer service

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                  |                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------|
| <b>Terminix Pest Control</b><br>Start Technician <ul style="list-style-type: none"> <li>• applied pesticide</li> <li>• summer sales</li> <li>• attic/ insulation</li> <li>• exclusion</li> <li>• sales</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Teterboro, NJ    | 03/2015 to 07/12/2015 |
| <b>Passaic County</b><br>Seasonal Parks Department <ul style="list-style-type: none"> <li>• Clean Parks(picking up garbage and emptying of trash cans)</li> <li>• Cut grass and edging</li> <li>• Open and clean comfort station</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Wayne, NJ        | 05/2014 to 10/2014    |
| <b>Crown Plaza</b><br>Maintenance <ul style="list-style-type: none"> <li>• hand the doors on entrance ways</li> <li>• clean up the hotel</li> <li>• organize the tools and supplies for the next work day</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Saddle Brook, NJ | 06/2014 to 08/2014    |
| <b>Wayne Township</b><br>Sewer Treatment Plant Operator <ul style="list-style-type: none"> <li>• Operates sewage treatment, sludge processing, and also disposal equipment in wastewater sewage treatment plant</li> <li>• To control flow processing of sewage, monitors control panels</li> <li>• Adjusts valves gates manually or by remote control to regulate flow of sewage, observes variations in operating conditions interprets meter as well as gauge readings tests results for defining load requirements,</li> <li>• Starts stops pumps, engines, and also generators to control flow of raw sewage through filtering, settling, aeration, and also sludge digestion processes</li> <li>• Maintains log of operations as well as records meter gauge readings, gives directions to wastewater treatment plant attendants sanitary ser as well as sewage disposal workers sanitary in performing routine operations maintenance</li> <li>• May collect sewage sample, using dipper or bottle conduct laboratory tests, using testing equipment, like colorimeter, may operate as well as maintain power generating equipment to provide steam electricity for plant, processing as activated sludge operator sanitary ser grit removal operator sanitary ser pump and blower operator sanitary ser sludge control operator sanitary ser sludge filtration operator sanitary</li> <li>• snow removal plow and snow blow walkways and entrances</li> </ul> | Wayne, NJ        | 12/2010 to 03/2011    |

**Glen Toyota**  
*Car Sales Men*

Fair Lawn, NJ

08/2011 to 03/2013

- Greet customers as they arrive and ask for particular choice
- Provide information on the car that customers ask for
- Research car availability for cars not in the database
- Demonstrate cars that customers decide on
- Assist the customer in test driving
- Maintain cars in terms of physical appearance and condition
- Deliver new cars to customers
- Follow up on closed sales and provide after sales services

**Festival Ice Cream**  
*Freezer Technician*

Paterson NJ

11/2006 to 01/2012

- Functional knowledge of installing, repairing and maintaining refrigeration equipment
- Hands on experience in diagnosing system problems and identifying equipment and solutions needed to rectify the problems

**Two Bridges Sewage Authority**  
*Operator*

Lincoln Park NJ

08/2005 to 10/2006

- Operates sewage treatment, sludge processing, and also disposal equipment in wastewater sewage treatment plant
- To control flow processing of sewage, monitors control panels
- Adjusts valves gates manually or by remote control to regulate flow of sewage, observes variations in operating conditions interprets meter as well as gauge readings tests results for defining load requirements,
- Starts stops pumps, engines, and also generators to control flow of raw sewage through filtering, settling, aeration, and also sludge digestion processes
- Maintains log of operations as well as records meter gauge readings, gives directions to wastewater treatment plant attendants sanitary ser as well as sewage disposal workers sanitary in performing routine operations maintenance
- May collect sewage sample, using dipper or bottle conduct laboratory tests, using testing equipment, like colorimeter, may operate as well as maintain power generating equipment to provide steam electricity for plant, processing as activated sludge operator sanitary ser grit removal operator sanitary ser pump and blower operator sanitary ser sludge control operator sanitary ser sludge filtration operator sanitary
- snow removal plow and snow blow

**Highlights of Qualifications**

Knowledge of Microsoft Office  
EPA Universal certification

# Pietro C Aliano Jr



## Summary

Reliable and adaptable General Labor worker with an agreeable disposition and a stellar customer service ethic. Adept multitasker with abilities to handle a number of workplace responsibilities with accuracy and efficiency. Able to lift and carry heavy objects repeatedly and for prolonged periods of time.

## Education

**Wayne Valley High School**  
*High School Diploma*

Wayne, New Jersey  
*Graduated*  
*June 2014*

## Employment History

**Pequonnock Township DPW**  
*Parks Dept/ Maintenance Dept/ Tree Dept*

*April 2018 - Present*

**Patullo's Landscaping & Design**  
*Landscaping*

*April 2017 - November 2017*

**Masonry Pro**  
*Labour*

*June 2016 - October 2016*

**Nataly Serrano**

**Cell** [REDACTED]

**E-mail:** [REDACTED]

**Objectives:** *To obtain a Keyboard Clerk 1, to utilize my excel customer service, cashier, and computer skills with a team that emphasizes personal and professional growth.*

### **Experience**

#### **Family Medical Specialist - Medical Receptionist**

**2013-2016**

- \*Process patient information into medical system via data entry*
- \*Verify patient's insurance coverage and eligibility*
- \*Take and process patient payments and co-pays into medical system*
- \*Pull and prepare charts for incoming patients*
- \*Schedule patient appointments and follow ups*
- \*Receiving and submitting calls from hospitals, labs, and x-ray centers*
- \*Take prescription refill messages*
- \*Create referrals for patients*
- \*Receiving and delivering messages*
- \*Complete insurance and other forms*
- \*Process incoming and outgoing mail*
- \*Control of office supplies*

#### **Paterson Municipal Court- Violations Department**

**2005-2012**

- \*Interfaced with walk-in and phone- in customers*
- \*Take and process daily payments received in person, via e-mail and mail*
- \*Prepares court documents including orders, warrants, summonses, and notice appearances etc*
- \*Process of summonses and bails payments into court system*
- \*Prepare calendar of cases to be called*
- \*Record case dispositions, court orders and arrangements for payment of court fees*
- \*Daily disposition of cases and trials (Traffic- Criminals)*

#### **D&R Management - Office Clerk**

**2002-2005**

- \*Purchase order data entry*
- \*Assist customers and buyers regarding problems with their orders*
- \*Interfaced with phone -in customers*
- \*Strong data entry*
- \*Scheduling appointments for shipping and receiving*
- \*Processed daily all reports via data entry*

***Education***

*\*Maria Auxiliadora High School 1991-1995*

*\*PCCC – Computer Courses*

***Skills***

*\*ATS / ACS court system*

*\*Strong Customer Service*

*\*Cash Register*

*\*Data Entry*

*\*Computer Skills*

*\*Bilingual in Spanish-English*

*\*EHR Medical Software*

*\*Practice Fusion*

***References upon request***

## **Marta Jovel**

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### **EDUCATION**

Fairleigh Dickinson University  
*Bachelor of Science, Finance*

Teaneck, NJ  
Graduated 2003

Certified Municipal Registrar (CMR) Certification

Issued by the State of NJ

*Certification originally received Jan 2007, current expiration Jan 2022*

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### **EMPLOYMENT**

#### ***Deputy Registrar***

June 2006 - Present

Department of Health, Hackensack, NJ

Act in a wide variety of roles including bookkeeper, vital records clerk, public notary, office clerk, and pet licensing clerk. Collect a variety of fees from customers for issuance of vital records, pet licensing fees, and other services provided. Prepare monthly reports of fees collected payable to the local and state governments. Responsible for organizing daily bank deposits and quarter reconciliation reports. Assist the Registrar with issued certified copies of vital records as well as compile data related to vital statistics to submit to the State of NJ Vital Statistic and Registry Office. Notarize documents for customers. Responsible for data entry as well as providing excellent customer service. Collect a variety of fees from customers for issuance of vital records, pet licensing fees, and other services provided.

#### ***Assistant Manager***

2004 -- May 2006

Learning Express, Englewood, NJ

Made daily bank deposits as well as compiled reports for accounting purposes. Delegated tasks to line staff members as well as supervised a variety of staff. Assisted staff in line duties such as stocking shelves, cashier, etc when needed. Handled employee relations issues as necessary. Provided superb service to customers.

#### ***Sales Associate***

2000 - 2003

Imaginarium, Englewood, NJ

Provided excellent service to customers. Replenish shelves with product. Handle transactions at the register. Assist management and peers in their duties.

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### **LANGUAGES**

Bilingual Communicative Ability Test (BICAT) Spanish/English    Passed August 2015

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### **COMPUTER EXPERIENCE**

- Proficient in Microsoft Office (Excel, One Note, Power Point, Word)
- MACS (Municipal Automated Court System)
- VIP (Vital Information Platform)
- EDRS (Electronic Death Registration System)

# Mariusz Szafranek



## SUMMARY

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Maintenance and construction expert with reputation for superior quality and attention to detail with 18+ years of experience in residential, commercial, and municipal buildings. Dependable, professional, and trustworthy with excellent interpersonal communication and problem-solving skills as well as in-depth experience working with wood, tile, cement, linoleum, and other materials.

## EXPERIENCE

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### **Contractor & Owner, W&M Contracting LLC**

2018 - 2019

- Establishing relationships and coordinating with various clients on budget, timeline, and scope of work
- Maintenance of buildings and homes and troubleshooting issues related to plumbing, electric, leaks, etc.
- Extensive experience working with flooring as well as wood projects generally
- Crafting proposals and drawings for new projects and custom installations

### **Carpenter Supervisor, Kellan Building**

2011 - 2018

- On-site supervisor for all work performed by crew of four in NJ, NY, PA, VT, SC, MN, and NH including managing subcontractors
- Prepared, planned, and supervised the installation of 3 large commercial projects
- Installed electrical wiring in accordance with blueprints and wiring diagrams including low voltage
- Replaced service panels and reconnecting existing wiring
- Ensuring compliance with NEC and local codes to meet quality and safety standards

### **Lead Carpenter, Kellan Building**

2007 - 2011

- Planned and created drawings of new construction, additions, and remodels on computer software
- Managed projects from start to finish including preparing for rough and final inspections
- Completed wiring installations on new, remodeled, and historic homes
- Replaced structural beams with engineering lumber
- Troubleshoot solutions and rerouting wiring due to unforeseen structures and circumstances
- Responsible for managing materials, maximizing resources, and managing work flow

### **Carpenter, Kellan Building**

2001 - 2007

- Completed carpentry tasks to highest standards with imposed deadlines
- Mastery of hand and power tools, scissor lifts, miter saws, jackhammers, pumpjacks, scaffolding, etc.
- Specializing in general construction, plumbing, electric, roofing, decks, kitchens, bathrooms, & more

Ian Cordero



## **Education**

High School Diploma  
Paramus Catholic High School  
425 Paramus Road  
Paramus, NJ 07652

## **Employment**

### **Bogota Police Department-Dispatcher**

375 Larch Avenue  
Bogota, NJ 07603  
201-487-2400

August 2006-Present

- Answer and prioritize non-emergency and emergency calls via administrative and 9-1-1 phone lines
- Dispatch and monitor police, fire, and EMS units in the field via radio and CAD to prioritized calls
- Utilize and integrate specialized mapping software (ThinkMap GIS)
- Utilize and integrate the National Criminal Information Center, State Crime Information Center, Criminal Justice Information System, Municipal Arrest Recording System, and Automated Traffic and Criminal Warrant Systems
- Maintained daily activity log.
- Serve walk-in situations at walk-up window.
- Monitor closed circuit video cameras installed throughout municipal buildings.

### **Barnard College-Columbia University-Public Safety Dispatcher**

3009 Broadway  
New York, NY  
212-854-2263

September 2018-February 2020

- Answer calls for assistance and information
- Monitor CCTV security cameras
- Coordinate building alarm systems with central station monitoring
- Contact police, fire and ems services as needed

**Oritani Savings Bank-Teller**

370 Pascack Road

Township of Washington, NJ 07676

201-664-5400

June 2002-August 2006

- Handled cash transactions.
- Served customers at walk-up window.
- Answered basic customer service questions.

**Activities**

- Bogota Fire Department (2004-Present)(Captain 2011 and 2014)
- Bogota First Aid Squad (2003-2006)

**Volunteer Experience**

Bogota Police Emergency Services Youth Academy

Auxiliary Team Leader

(July 2010-Present)

- Supervise staff of 10-12 interns
- Assure logistics are in place for planned activities
- Assist director with any other needs that may arise

**Certifications**

- Firefighter 1
- Firefighter 2
- Fire ground Officer Development
- NECI 40 hour Emergency Telecommunicator
- Haz-mat awareness
- Haz-mat operations
- ICS-100
- ICS-200
- CPR

# Brendan Marsch

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## Objective

- Receptive and dedicated security professional with 3+ years of public safety and private security experience

## Education

**HIGH SCHOOL | 06/22/2015 | HAWTHORNE HIGH SCHOOL**

**FIREFIGHTER I | 04/26/2015 | PASSAIC COUNTY PUBLIC SAFETY ACADEMY**

## Skills & Abilities

### SECURITY

- 3+ years working in a corporate security environment, with various roles including roving security, access control, mailroom safety, and x-ray scanning.

### PUBLIC SAFETY

- 5+ years as a volunteer firefighter in 2 municipalities. Tasked with protecting life and property.

### COMMUNICATION

- Clear, courteous communication skills, working with people from all over the world and diverse corporate roles.

### FLEXIBILITY AND ADAPTABILITY

- Able to adapt to different situations, including high stress and time urgent environments.

## Experience

**FIREFIGHTER | COLLEGE PARK VOLUNTEER FIRE DEPARTMENT | JUNE 2019-SEPTEMBER 2019**

- Responsibilities include maintaining firefighting equipment, maintaining personal protective gear, protecting life and property, working alongside police and EMS partners to provide emergency care during emergency situations.

**FIREFIGHTER | HAWTHORNE FIRE DEPARTMENT | APRIL 2015 - PRESENT**

- Responsibilities include maintaining firefighting equipment, maintaining personal protective gear, protecting life and property, working alongside police and EMS partners to provide emergency care during emergency situations.

**CELL TOWER TECHNICIAN | EASTERN ALLIANCE | SEPTEMBER 2019-PRESENT**

- Responsibilities include assisting in the construction of cell towers and maintaining antenna arrays, wiring and grounding radioheads, utilize rigging tools and climbing equipment, install, replace, and repair cell tower equipment as dictated by clients.

**RESTORATION TECHNICIAN | SERVPRO OF ENGLEWOOD/TEANECK | SEPTEMBER 2018 - JUNE 2019**

- Responsibilities include maintaining restoration equipment, (including but not limited to, dehumidifiers, air movers, industrial grade chemical cleaning products, air filtration systems, etc), meeting and explaining restoration methods with clients, making in-the-field decisions to remediate damage in a variety of environments, utilizing proprietary software to decide what restoration methods are required.

**SECURITY PROFESSIONAL | ALLIED UNIVERSAL SECURITY SERVICE | APRIL 2015 - SEPTEMBER 2018**

- Responsibilities include ensuring the security, safety and well-being of all personnel, visitors and premises, protecting company assets relative to theft, assault, fire and other safety issues, and providing excellent customer service.

**CASHIER | THE FIREPLACE RESTAURANT | AUGUST 2014 - JUNE 2015**

- Responsibilities include taking orders, handling money, customer service care, ensuring proper food presentation and preparation.

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## EDUCATION

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### Montclair State University

Montclair, New Jersey

*Public Health - Concentration in Community Health Education*

09/2014-Present

Academics: Cumulative GPA: 3.60/4.00

Relevant Coursework: Public Health, Environmental Health, Epidemiology, Policy and Politics, Behavior and Social Science, Statistical Methods

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## WORK EXPERIENCE

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### City of Hackensack

Hackensack, New Jersey

*Advanced Internship - Assistant Inspector*

09/2018 – 11/2018

- Evaluating restaurants & retail stores to maintain Satisfactory conditions
- Public health complaints – Heat, Water, Mold, Sewage
- Recorded data that assisted in court cases

### City of Hackensack

Hackensack, New Jersey

*Animal Census - Assistant Inspector*

06/2015 – 09/2015

- Evaluate city resident compliance for dog and cat registration and vaccination
- Visit resident addresses for inspection
- Correlate recorded data and pass to compliance

### Preferred Pool Management

Teaneck, New Jersey

*Senior Lifeguard*

07/2012 – Present

- Manage operation of pools for large condominium complexes
- Test and maintain water quality at pools
- Meet with local health officials for inspections

### Montclair State Recreation Center

Montclair, New Jersey

*Life Guard*

09/2014 – Present

- Enforce rules and procedures
- Test and maintain water quality at pool

### City of Hackensack

Hackensack, New Jersey

*Cigarette Inspections*

05/2011 – 08/2013

- Assisted Inspectors regarding cigarette sales compliance to minors
- Visited city sites that sell cigarettes and conducted test sales

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## Leadership Activities

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### The Delta Chi Fraternity

Montclair, New Jersey

*Scholarship Chairman*

12/2015 – Present

- Educating chapter members on scholarship standards
- Maintaining confidential academic records
- Compiling statistical data reports

### Order of The Arrow

Oakland, New Jersey

*Chapter Chief of Northern New Jersey*

02/2011 – 06/2014

- Ran monthly meetings
- Responsible for all chapter brotherhood memberships and service projects
- Collection for income at all chapter events

### Boy Scouts of America

Hackensack, New Jersey

*Eagle Scout*

2014

- Planned and executed a Maltese cross project with the City of Hackensack

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## Skills and Interests

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- Proficient in: Excel, Word, PowerPoint, Video Filming and Editing, Social Media
- Interests: Swimming, Reading, Technology, Health and Fitness

**Aarika Will****SUMMARY**

Motivated, goal oriented Court Administrator with 6+ years experience in a fast-paced, dynamic, court office setting. Outgoing, personable, and highly regarded for communications style and customer service skills. Organized, energetic, and highly analytical. An intuitive, out-of-the box thinker recognized for outstanding research, analysis, and problem solving skills as well as exceptional computer skills.

**EXPERIENCE****HAWTHORNE MUNICIPAL COURT, Hawthorne, NJ****2016 - Present****Court Administrator**

- Data entry, case management
- Reviewing of daily, weekly, and monthly reports and closely monitoring backlog
- Monthly reconciliation of both the general bank account and the bail bank account.
- Drafting legal correspondence with attorneys and defendants accordingly
- Answering phones, answering questions from public
- Prepare weekly court calendars for Judge
- Knowledge of ATS, ACS, MACS, Page Center
- Supervision of court staff

**WANAQUE MUNICIPAL COURT, Wanaque, NJ****2013 to 2016****Deputy Court Administrator**

- Data entry, case management
- Reviewing of daily, weekly, and monthly reports
- Monthly reconciliation of both the general bank account and the bail bank account.
- Drafting legal correspondence with attorneys and defendants accordingly
- Answering phones, answering questions from public
- Assist Court Administrator and Judge in running court
- Knowledge of ATS, ACS, MACS, Page Center

**RINGWOOD MUNICIPAL COURT, Ringwood, NJ****2012 to 2016****Deputy Court Administrator**

- Data entry, case management
- Reviewing of daily, weekly, and monthly reports
- Monthly reconciliation of both the general bank account and the bail bank account.
- Drafting legal correspondence with attorneys and defendants accordingly
- Handles daily financials
- Interaction with public, attorneys, county officials
- Assist Court Administrator and Judge in all court procedures
- Knowledge of ATS, ACS, MACS, Page Center

**RINGWOOD POLICE DEPARTMENT, Ringwood, NJ****2009 to 2012****911 Emergency Services Dispatcher**

Emergency dispatch for police, fire and emergency medical services. Assisted with records and firearms applications.

- LawSoft data entry
- Warrant Searches
- Cleared for Criminal Justice Information Systems (CJIS)
- Handled multiple phone lines at once

**EDUCATION**

Ramapo College of New Jersey - Graduated December 2011

BA Social Science and Human Services in Law and Society with a minor in Psychology

Dean's List

**SKILLS and TRAINING**

- Completed all phases of the Court Administrator Certification Process.
- Proficient in Microsoft Office; Word, Excel, PowerPoint, Outlook ---all around strong computer skills.
- Basic knowledge of Quickbooks
- Excellent knowledge of ATS, ACS, MACS, Promis Gavel, CCIS

**CERTIFICATIONS**

- Designated Certified Court Administrator by the New Jersey Supreme Court December 2018.

February 5, 2020

Cassandra Seshadri, Personnel Director  
City of Hackensack  
65 Central Ave.  
Hackensack NJ 07601

Ms. Seshadri,

I would like to be given the opportunity to meet with you to discuss the position of Deputy Court Administrator for the City of Hackensack. As you will see, I have a great deal of experience working for the Municipal Court system, as I have held various positions over the last fourteen years.

I started my Municipal Court career as a Violations Clerk for the Township of New Milford while going to College as a full time student studying Education. Ironically I fell in love with the Court system and continued with a career in the Municipal Court System. I have extensive experience working within the Municipal Court as a Violations Clerk, Deputy Court Administrator, Acting Court Administrator, and Court Administrator. On a daily basis I have entered tickets, taken citizen complaints, monthly reports, set bail, worked on the bench with the Judge during court, filed cases, and the list goes on. No job is below me nor too challenging I welcome the diversity. I have always been very interested in the legal process and I keep myself updated with the most current legal processes within the State of New Jersey.

Working in the Municipal Court is always evolving and ever changing, there is a new learning experience everyday, and everyday is different. To be successful in this career you must stay focused and be committed; you must be able to adapt to the changing nature of the job as a whole. Whether it be a new law that is being passed, or an amendment of an existing law, or simply just to a defendant's specific case and or needs; not any one case is ever the same. Those are some things that I enjoy, learning something new, the diversity of the job, and the constant being on the go. Not every matter is cut and dry and not anyone is cut out for this type of work. For me, it is a natural fit, I excel at multi-tasking, I enjoy a fast paced work environment, I am very pleasant and have an easy time building relationships with my co-workers. I am extremely organized, usually ahead of the game in my job tasks, and most of all I know my job and I am confident in saying so. The Municipal Court is not just a job to me but a career that I chose and love.

In closing, I have enclosed my resume for your review. I hope to get the chance to meet with you; I thank you in advance for your time and consideration.

Best Regards,  
Andrea M. Infante

**Andrea Marie Infante**



**Objective:**

To obtain a position within the Municipal Court System where my knowledge and experience can be utilized as I continue to learn, be challenged, and grow within my position.

**Qualifications and Experience:**

- Certified Municipal Court Administrator
- Multiple classes on Bank Reconciliation for Bail and Regular account as well as training to reconcile on the InfoNet computer system.
- *Training Sessions including-* Bail Reform, Microsoft and Excel, ECDR Training, Page Center Training, Behavioral Development, Gangs (US and Foreign) as well as Gang Violence, DUI/Alco testing, Video Conferencing, DMV Data Entry, Domestic Violence, Human Trafficking, 7 Steps to Manage and Lead among others
- *New Jersey Municipal Court Computer System-* ATS/ACS, NJ Division of Motor Vehicle, Superior Court-Promis Gavel, Jail Integration System, The InfoNet, MACS, Page Center, and the Judiciary Municipal Court Web Emailing system
- Volunteered at the Newark Fugitive Safe Surrender working with Family Court matters under Assignment Judge Cassidy (Nov. 2009)
- I have created multiple English to Other Language forms for Plea by Mails, Warrants, Rescheduling, and Your Day in Court
- *Multiple Court Duties including and not limited to:* Running daily, weekly, and monthly Municipal Reports as well as completing there tasks, Issuing of Warrants and FTA's, revisions for defendants outstanding Time Payments, Probation as well as Conditional Discharge paperwork, scheduling and organizing all court matters- whether first appearance or contested cases including trials with the local or State Police Officers schedules for court, setting up all court dates with Judge, preparing all copies of case for Prosecutor and Public Defender as well as submitting to all Discovery requests to our Records room, preparing Discovery requests for Private Citizen Complaints, handling all DUI and Motion letters from Attorneys including all the scheduling for those cases, prepare and keep records of all email notifications to Police Department in regards to correspondence for lab results, assisting the Judge on bench during court as well as doing the dispositions on the bench, helping defendants at the window (during court as well as daily), handling change of venues and transfer cases, transfer cases to the county for indictable charges as well as juvenile matters including the new Judicial Bail Reform, handling WRIT's and orders to produce and or video conferencing, plea by mails, maintaining files, destruction lists, office ordering, yearly budgets, Monthly Reports, processing bail (in town and out of town), void/dismissals, editing, printing, and scanning documents from court, transcribing CD's, entering tickets, special complaints, criminal complaints, processing citizen complaints, all mail, appeals, and regular office duties such as answering phones, typing letters, form letters, faxes, emails, processing Attorney requests as well as defendant requests, and disposition letters, also proficient with Word, Excel, Outlook, and Power Point.

**Membership:**

•Tri-County, Bergen County Municipal Court, North Jersey, and Municipal Court Administrators Associations

*Former Member & Board Member to:*

•Essex County Municipal Court Administrators Association

•Treasurer of E.C.M.C.A.A – March 2010-August 2011 sworn in by Judge Zinna

•Secretary of E.C.M.C.A.A March 2008-March 2010

**Relevant Experience:**

South Hackensack Municipal Court (Current)

Demarest Municipal Court (Current)

Wallington Municipal Court (2017-2018)

Lyndhurst Municipal Court (2014-2017)

Lyndhurst, Wallington, Carlstadt Municipal Courts (2014-2016 Fill in help)

North Arlington Municipal Court (2013-2014)

Bernards Municipal Court (2011-2013)

West Caldwell Municipal Court (2006-2011)

New Milford Municipal Court (2003-2005)

North Arlington Borough Hall (Seasonal-3 years)

• *References Available Upon Request*

# STEPHEN EAGLE

## SUMMARY

Problem-solving driver experienced using GPS to determine most efficient routes. Hardworking individual with more than 1 year of safe driving and class A and B driving experience.

## SKILLS

- Safety practices
- Loading and unloading procedures
- Equipment usage
- Damage prevention
- Class A cdl

## EXPERIENCE

- 10/2019 to 12/2019**     **Laborer/Driver**  
**Hackensack DPW** — Hackensack, NJ  
Removed waste and trash from job sites before, during and after shift completion to keep work areas clean and organized.  
drove sanitation truck when needed to cover absences.
- 04/2019 to 09/2019**     **Driver Helper/driver**  
**Northern Eagle Beverage Company** — Carlstadt, NJ
- Used hand truck and forklift equipment to move heavy items.
  - Tracked inventory, conducted cycle counts and audits and resolved issues to maintain accurate records
  - Would drive when needed
- 09/2019 to 12/2019**     **OTR Driver**  
**Schneider** — Charlotte, NC
- Maintained safe driving habits to protect property and general public on roadways.
- 05/2020 to Current**     **Driver**  
**Fresh direct** — Hackensack, NJ
- Planned optimal routes to minimize delays and maximize time efficiency.
  - Performed activities on time while maintaining regular attendance and punctuality to support scheduling and work coverage.

## EDUCATION AND TRAINING

- 09/2017**     Diesel Mechanics  
**Lincoln Technical** — South Plainfield, NJ

## Ronald Politz Jr.



**Objective** I would like to obtain a challenging position, utilizing my experiences and abilities, and to further develop my skills, with the opportunity for professional growth.

### **Experience**

#### ***M&M Sanitation Services***

2018-Present

##### ***CDL Packer Driver***

- Ability to operate heavy-duty garbage trucks, single/double/triple axle trucks and dumpsters
- Worked a variety of collection routes on a wide variety of schedules.
- Collected garbage from businesses, residential buildings and various other facilities.
- Performed truck cleaning and maintenance
- Ensured safe storage of trucks and equipment

#### ***RER Supply***

2017-2018

##### ***CDL Dump Truck Driver***

- Perform vegetative waste recycling
- Transport bulk landscape material
- Grading utilizing bull dozer and excavators
- Operate dump truck, roll off container trucks, conveyor trailers, and low boy & tag along trailers
- Exporting and Importing Clean fill & soil to remove excess material

#### ***Heavy and General Construction Laborers Local 472***

2015-2017

##### ***Laborer***

- Perform tasks involving physical labor at construction sites.
- Participate in demolitions.
- Work underground in tunnels and sewer systems.
- Remove trees and debris.
- Use spray guns for application of material to ceilings or walls.
- Clear and prepare highway work zones.
- Dig trenches.
- Install sewer, water, and storm drainpipes.
- Pour concrete and asphalt onto roads.
- Operate laser guidance equipment to place pipes.
- Operate pavement breakers; jackhammers; earth tampers; concrete, mortar, and plaster mixers.

#### ***Advanced Animal & Pest Control***

2015-Present

##### ***Field Technician***

- Spray, fog, bait and trap to control pests and weeds in and around buildings.
- Inspect property, determine problem and implement the most effective solution.
- Receive work orders and work requests, determine nature of the problem and undertake necessary actions.
- Ensure safety of students, teachers and employees while performing duties.
- Operate spraying equipment, bait gun, power fogger and various power and hand tools in performance of duties.
- Maintain records and files and prepares reports on activities.
- Maintain knowledge of applicable laws, rules and regulations governing pesticide application.

**Terminix**

2015-2015

*Field Technician*

- Spray, fog, bait and trap to control pests and weeds in and around buildings.
- Inspect property, determine problem and implement the most effective solution.
- Receive work orders and work requests, determine nature of the problem and undertake necessary actions.
- Operate spraying equipment, bait gun, power fogger and various power and hand tools in performance of duties.
- Maintain knowledge of applicable laws, rules and regulations governing pesticide application.
- Perform related work as required.

**Interstate Waste Services**

2015-2015

*Laborer*

- Inspect truck prior to beginning routes to ensure safe operating condition.
- Operate equipment that compresses collected refuse.
- Communicate with dispatchers, concerning delays, unsafe sites, accidents, equipment breakdowns, or other maintenance problems.
- Communicate with customers.
- Fill out defective equipment reports.
- Clean trucks compactor bodies after routes have been completed.
- Organize schedules for refuse collection.

**Hertz Equipment Rental**

2006-2007

*Yard Worker*

- Cleaned and prepared construction equipment.
- Delivered and picked up parts and equipment.
- Assisted in the loading and unloading of rental items.
- Performed basic maintenance on some rental items.
- Kept work area and yard in order.
- Assisted with service and maintenance record keeping.

**New Jersey Transit**

2002-2006

*Building Maintenance Person*

- Maintained and repaired all building mechanical and electrical systems.
- Ground maintenance included lawn care, sprinkler system repair, snow removal, yard cleanup, and general yard duties.
- Garbage and scrap disposal.
- Maintain building roof, roof vents and exhaust fans.
- Maintain all interior and exterior lighting.
- Maintain all walk through and overhead doors.
- Minor carpentry projects, painting, sheetrock, tile repairs, office set-up.

**Licenses** CDL Class B

**Skills** Operate heavy equipment, forklifts, and welding.

**Classes** OSHA 30, Cutting and Burning, Flagger, Confined Space, Scaffolding, Hoisting and Rigging

**Matthew Sigler**



**Objective:** To enter into a career that utilizes my education, experience and leadership skills to meet and exceed corporate goals.

**Work Experience:**

**Mountain view development** Califon, NJ

Laborer/pipe technician : April 2017- current

- Instal water main pipe, and valves
- Instal sewer pipe and manholes
- Instal stormwater pipe and basons patch and repair storm basons
- Operate heavy machinery (haul trucks, excavators, rollers, dozers, skid steers)
- Use of transits, lock levels and pipe lasers

**Tanke Tree Experts** Liberty Corner, NJ

Senior crew chief/Hydro PHC Operator: March 2011- March 2017

- Climbing trees performing removal, pruning, cabling, hazardous reduction
- Hydro operator performing plant health care
- Reading work orders and developing a successful work plan for the day
- Leading and supervising team members in daily tasks at various job sites
- Consideration of numerous aspects of safety and efficiency
- Perform maintenance of chainsaws and chippers
- Installation of trees
- Tree and shrub identification

**Wicklow and Laurano Landscaping & Excavating LLC** Flanders, NJ

Laborer: March 2009-March 2011

- Installation of patios, walkways and retaining walls
- Snow Removal and Salting (Commercial)
- Operation of heavy machinery (Excavator, Bulldozer, Skid-steer)
- Installation of shrubs and trees

**A Park View Landscape** Long Valley, NJ

Laborer: April 2006-Winter 2009

- Lawn maintenance including mowing, cleanups, mulching, shrub pruning
- Snow Removal and Salting (Residential and Commercial)
- Installation of walkways and patios

- Leading team members in daily maintenance and installations

**Education:**

**County College of Morris** Randolph, NJ

Associates Degree in Landscape Management and Design, January 2010

**credentials:**

- ISA certified arborist
- New Jersey commercial pesticide applicator 3A and core

**References:** Given upon request