

Application Form

Disclaimer

Under Florida law, all information, including e-mail, written letters, documents and phone messages, sent to the Alachua County Board of County Commissioners are subject to Public Records law. This includes the sender's e-mail address, home address or phone number if shown in the message, the content of the message and any associated attachments to the mail. If you are exempt from aspects of the public records law pursuant to F.S. 119.071, contact the advisory board coordinator at 352-264-6906 prior to submission of this form.

Please Agree with the Following Statement

I have read the disclaimer above and understand my application is subject to Florida's Public Records Law.

☒ I Agree

Profile

April O'neal
First Name Middle Initial Last Name

815 NW 32nd PL
Home Address Suite or Apt
Gainesville FL 32609
City State Postal Code

apriloneal3@gmail.com
Email Address

Home: (352) 328-1196 Home:
Primary Phone Alternate Phone

CHW Executive Assistant
Employer Occupation

Education:

University of Florida - B.A. Political Science

Professional Organizations:

Which Boards would you like to apply for?

Affordable Housing Advisory Committee: Submitted
Economic Development Advisory Committee (EDAC): Submitted
Local Planning Agency and Planning Commission: Submitted

What position(s) are you applying for?

Interests & Experiences

Are you currently serving or have you ever served on an Alachua County advisory board?

☐ Yes ☒ No

If yes, please list board(s):

Please list any civic and professional accomplishments/honors, training or experience related to this appointment:

I currently serve on two City of Gainesville Advisory Boards.

What Contributions do you feel you could make if you were selected to this board?

[2019_O_Neal_Resume.pdf](#)

Upload a Resume

Demographics

Some boards and commissions require membership to be racially, politically or geographically proportionate to the general public. The following information helps track our recruitment and diversity efforts.

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Female

12/24/1982

Date of Birth

Are you over the age of 60? (Required for some boards)

☐ Yes ☒ No

Are you a resident of Alachua County?

☒ Yes ☐ No

If you are an Alachua County resident, how long have you lived in the county?

13 years

Supplemental Questions

Some of the boards and committees appointed by the County Commission are required to comply with Chapter 112, Florida Statutes, the Financial Disclosure Law. If applicable, would you be willing to file the required financial statement?

☒ Yes ☐ No

Do you affirm that your personal and business (if applicable) affairs within Alachua County are in substantial compliance with all county regulatory and taxing authorities rules and regulations?

☒ Yes ☐ No

Please Agree with the Following Statement

Appointees to advisory board/committees are required to attend scheduled meetings as specified in the "Guidelines for Citizen Advisory Boards and Committees".

☒ I Agree

Please Agree with the Following Statement

I understand that this completed application is the property of Alachua County and I hereby certify that the statements made on this application are true and correct.

☒ I Agree



AO

APRIL O'NEAL

apriloneal3@gmail.com
(352)328-1196

OBJECTIVE

To obtain a position with a growing company where I can utilize my management and process driven skills to contribute to the growth and success of the company while gaining new knowledge.

SKILLS

- Network Building
- Project Management
- Team Building and Management
- Strategic Thinking Skills
- Strong Problem-Solving Skills
- Client/Manager Hiring Relationships
- Small Business Budgeting and Finance
- Multi-Location Recruitment
- Proficient in Microsoft Office

EXPERIENCE

EXECUTIVE ASSISTANT • CHW • 03/2018 – PRESENT

- Collaborate with Executives on contract preparation and execution
- Act as liaison between client and company during contract negotiations
- Prepare weekly and monthly financial reports for both Executives and the leadership team
- Prepare departmental invoices for company and FDOT
- Manage meetings, calendars, and travel of the Executives
- Act as a member of the HR team by performing duties such as prescreening candidates, interviewing potential candidates, training new hires, and answering any HR related questions for company employees
- Organize and facilitate company weekly, biweekly, and monthly meetings
- Draft agendas, memos, and meeting minutes for both the company as well as the Executive team
- Coordinate and manage internal resources to ensure accurate project execution
- Coordinate company participation in both internal and external events

EXECUTIVE ASSISTANT • PERRY ROOFING CONTRACTORS • 02/2015 – 03/2018

- Served as project manager and property manager for 6 Commercial and Residential properties that the President owns
- Planned and managed day-to-day operations for corporate office
- Coordinated and managed all events that the company was involved in, i.e. trade shows and job fairs
- Drafted memos, tutorials, reports and correspondence
- Managed end to end projects as assigned by Executive, including research, analysis, recommendation and execution; may have budget judgment and authority on assigned projects
- Bought and sold company equipment and products
- Wrote job descriptions for newly created positions
- Acted as a member of the Human Resources department and searched for new employees through low cost recruiting techniques that saved the company thousands in recruiter fees
- Assisted in the recruiting process, including pre-screening/interviewing candidates for select clients, completed pre-screen checks, interview forms and reference checks, and assisting with orientation documents

- Acted as gatekeeper for Executive with requests for Executive's time and resources, e.g., phone calls, meetings; consistently uses good judgment and discretion in assisting Executive in managing interruptions, time commitments and priorities
- Responsible for managing all insurance claims from beginning to end

VICE PRESIDENT AND VOLUNTEER COORDINATOR • SLOW FOOD GAINESVILLE • 08/2012 – 02/2015

- Recruited UF undergraduate student volunteers for local service-learning projects and opportunities
- Introduced UF students and community partners to the growing field of service-learning with particular attention to service-learning components and strategies for humanities and social science courses
- Connected relevant student learning objectives and provided resources for developing mutually beneficial and sustainable relationships with community partners involved in service-learning courses
- Designed and coordinated successful after-school cooking and nutrition program for K-5 children at Alachua County Public Schools
- Program development and event management for over 2 years in the Gainesville community
- Collaborated with UF faculty, staff, and graduate students that helped them integrate meaningful community service with instruction and reflection to enrich the learning experience
- Presented public lectures to UF classes and community organizations that focused on civic responsibility and initiatives to strengthen community partnerships

CO-OWNER/ENGLISH TEACHER • CASTELL-KNIRPSE • 12/2002 – 04/2006

- Recruited new employees and clients
- Marketing and Advertising for new client development and expansion within a segment-specific market
- Oversaw hiring and personal performance of employees with child-oriented instruction programs
- Assisted clients in gaining business certifications for competency and standard practices

EDUCATION

BACHELOR OF ARTS IN POLITICAL SCIENCE • MAY 2011 • UNIVERSITY OF FLORIDA

- Minor: African Studies
- Certificate in International Relations
- Study Abroad: Paris Research Center Honors Program (2010 Spring semester)