

# Application Form

## Profile

Elvis \_\_\_\_\_ R \_\_\_\_\_ Rock \_\_\_\_\_  
First Name Middle Initial Last Name

561 SW Spring Hill Point \_\_\_\_\_ 561 SW Spring Hill Point \_\_\_\_\_  
Home Address Suite or Apt

Port Saint Lucie \_\_\_\_\_ FL \_\_\_\_\_ 34986 \_\_\_\_\_  
City State Postal Code

shadowrock52@gmail.com \_\_\_\_\_  
Email Address

**What district do you live in? <http://www.cityofpsl.com/districts> \***

District 2

Mobile: (772) 215-7500 \_\_\_\_\_  
Primary Phone Alternate Phone

### Retired?

Yes  No

Venture Three \_\_\_\_\_ .Property Manager \_\_\_\_\_ Licensed Property Manager \_\_\_\_\_  
Employer Job Title Occupation

### Which Boards would you like to apply for?

Solid Waste Task Force: For Review

### Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes  No

### Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

## Interests & Experiences

### Why are you interested in serving on a board or committee?

To establish continuity between Waste Pro and the City of Port Saint Lucie.

### Why do you think you are qualified to serve on this board or committee?

I review and approve contracts on a daily basis, including WastePro contract and feel that my experience and input into the current situation would be of benefit to the city.

### Brief description of Education & Experience

Licensed Property Manager for over 15 years, managerial positions, hiring and firing of employees, currently managing 900 properties.

[Resume - E.R.Rock.doc](#)

Upload a Resume

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## Demographics

### Ethnicity

Prefer not to Answer

### Gender

Male

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes  No

Are you a registered voter?

Yes  No

How long have you been a City resident?

32 years

Have you attended the City University classes?

Yes  No

Are you a United States Citizen?

Yes  No

Are you presently employed by the City of Port St. Lucie?

Yes  No

**Are you a current or former law enforcement officer, other employee\* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?**

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Yes  No

**Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?**

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Yes  No

**Please Agree with the Following Statement**

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**I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.**

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I Agree

**EMPLOYMENT OBJECTIVE**

To apply extensive experience in association management, in addition to all aspects of logistical and asset management. Utilize strong organizational, communication, and interpersonal relation skills in a challenging, creative, and stable environment.

**EDUCATION**

- Florida CAM license #32682
- Florida Notary Public
- Florida Class D Security License
- Florida Rural Water Association (FRW) small water system operation and distribution Certified
- Florida Community Association Disaster Planning, Certified member of Community Emergency Response Team (C.E.R.T.)

**EXPERIENCE****December 2010 to Present****Venture Three, Inc.****Community Association Manager (LCAM)**

- **Currently managing a 900 condo association**
- Supervise all community staff, including hiring, training, supervision, and corrective measures
- Prepare budgets
- Negotiate vendor contracts
- Keep accurate and up-to-date records of income and expenditures
- Review property assessments and make recommendations where appropriate
- Maintain accounts and records of transactions of disbursements and expenses

**December 2008 to September 2010****GMAC All Florida Realty****Community Association Manager (LCAM)**

- **Currently managing a condo association with 312 units**
- Supervised all community staff, including hiring, training, supervision, and corrective measures
- Prepared budgets
- Negotiated vendor contracts
- Kept accurate and up-to-date records of income and expenditures
- Reviewed property assessments and make recommendations where appropriate
- Maintained accounts and records of transactions of disbursements and expenses

**September 2005 to December 2008**  
**Operations Manager/Interim Property Manager**

**Nettles Island, Inc.**

- Participated in Budget Preparation
- Developed of Policy and Procedures regarding daily operations and documenting same
- Monitored and assisted with all major projects regarding the community.
- Liaison between Florida Power and Light, Comcast Cable, Waste Disposal, contractors, and other contractual third parties
- Monitored Nettles Island consecutive water distribution system, DEP/EPA compliance standards
- Monitored standards for pool and spas, Department of Health standards (D.O.H.)
- Supervised security department
- Supervised maintenance staff

**June 2000 to September 2005**  
**Facility Manager/Site Director of Security**

**Convergys Corporation**

- Hired and supervised security staff of 12 for various shifts
- Responsible for overall safety of 400 employees
- Implemented all security procedures and directives
- Oversaw all access, surveillance, and clearance to facility
- Performed security and background checks

**November 1998 to February 2000**  
**Loss Prevention Manager**

- Increased sales by 9.2% over plan, increased sales per hour by 11.28%, reduced payroll by 8%
- Reduced shrinkage by 52%
- Produced marketing and public relations plan to control budge expenses, increase profitability, hiring, training, motivation, and developing key personnel
- Initiated and established policy and procedure program for “Violations of Checks and Drafts” in accordance with FS 832-14

**June 1989 to October 1997**  
**Security Officer/Sergeant**

- Directed and supervised a 14-member security team
- Handled and responded to all direct, indirect to the property, and provided appropriate action or security measures
- Maintained records, staffing, and various management duties including payroll, budgeting and scheduling for the department
- Collected, prepared, and maintained confidential reports and records
- Acted as Training Officer for all new employees
- Conducted Risk Management seminars

## SKILLS

- Comprehensive knowledge of management procedures and techniques
- Working knowledge of accounting procedures
- Thorough knowledge of property maintenance as it pertains to the association
- Knowledge of safety hazards and security practices
- Sound working knowledge of security access control system
- Proficient in TOPS accounting program
- Proficient in conducting security surveys
- Excellent team player and interpersonal skills