

Application Form**Profile**

Danielle

First Name

J

Middle
Initial

Shalginewicz

Last Name

2465 SW Barber Lane

Home Address

Port St Lucie

City

FL

State

34984

Postal Code

dshalginewicz@ufl.edu

Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *☒ District 4

Mobile: (772) 801-1933

Primary Phone

Home: (772) 462-1445

Alternate Phone

Retired?☐ Yes ☒ NoSt. Lucie County BOCC/ St.
Lucie County Extension

Employer

Master Gardener Volunteer
Program Specialist

Job Title

Provide information on
gardening an Florida
Friendly Landscape

Occupation

Which Boards would you like to apply for?

Keep Port St. Lucie Beautiful Committee: Submitted

Were you nominated or recommended to apply by the Mayor or a Councilmember?☒ Yes ☐ No**If Yes, by whom?**

Meighan Beckett

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?

I believe I could be an asset providing UF/IFAS Extension Science based information on landscape, horticulture and other education resources. I want to help represent our community and help share the mission of KPSLB

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

I can provide great resources, educational workshops and bring volunteers to help with activities put on by KPSLB -

Brief description of Education & Experience

I have over 15 years experience working with volunteers, working with events. I have worked at Extension for 5 years and know what resources to provide for certain topics requested. Whether it be about gardening, what season to plant something. I am great with marketing, social media and writing. I have a passion for our community and to help our community understand how important certain topics are. I have been in the admin role for about 20 years and can be very resourceful.

[Danielle J. Shalginewicz Administrative Resume updated.docx](#)

Upload a Resume

Demographics

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Female

08/15/1974

Date of Birth

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?

9 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?

☐ 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?

☐ Yes ☒ No

Please Agree with the Following Statement

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.

☒ I Agree

Danielle J. Shalginewicz

2465 SW Barber Lane | Port St. Lucie | FL | (561)405-5394 | daniellej815@gmail.com

Event Administrative

Administrative professional with over 20 years of administrative experience offering versatile office, events, human resource, program management, marketing, and recruitment skills with proficiency in Microsoft Office and other programs. A hard worker who readily adapts to change and works independently. Able to meet deadlines without compromising quality.

Work Experience

Interim Administrative Operations Specialist

St. Lucie County Board of County Commissioners /Extension Office – Fort Pierce, FL

May 2024 to Current

- Reconcile P-Cards for the County and the University.
- Create staff meetings, agendas, and minutes.
- Payroll and approve requested time off in Kronos.
- Manage Outlook calendars for county vehicles, room reserves, and time off.
- Support the Extension Director
- Order and keep an inventory of office supplies.
- Manage the front desk.
- Accounts payable/receivable
- Maintain and submit County reports.
- Maintain Tracking logs for data.
- Manage all social media platforms.
- Train new staff and volunteers
- Responsible for check deposits
- Maintain confidential records.

Master Gardener Volunteer Program Specialist

St. Lucie County Board of County Commissioners /Extension Office – Fort Pierce, FL

June 2020 to Current

- Create marketing materials in Canva or publisher for programs and events using University and County brand guidelines.
- Create and submit press releases to local media regarding the news on our program and the County Extension Office
- Planning and coordinating education programs and events.
- Provide administrative support to the Director and Urban Horticulture Agent
- Assist with Front desk management.
- Comply with the County and University of Florida procedures.
- Maintain Tracking logs for data.
- Build and maintain community relationships.
- Event Coordination for County department
- Manage all social media platforms.
- Created revenue-enhancing events to increase funds for programming.
- Responsible for sending quarterly reports to the City of Fort Pierce and St. Lucie County
- Create and lead training for volunteers.
- Budget management
- Assist with accounts payable, and volunteer reimbursements.
- Maintain all program participants' digital and physical files.
- Maintained and created budgets for events and programming.
- Reconcile P-cards.
- Keep a continuous report of donations and sponsors.

- Onboarding of new program volunteers
- Train new staff and volunteers.
- Maintain confidential records.

Server

Santa Lucia River Club – Port St. Lucie, FL

April 2022 to March 2023

- Set up for events or membership lunch and dinner service.
- Seated and served guests, took orders, and removed dinnerware.
- Resolved customer concerns.
- Ensured cleanliness of dining and bar area.
- Served beer and wine to patrons.
- Served guests beverages and provided recommendations to customers both drinks and food.

Senior Staff Assistant

St. Lucie County Board of County Commissioners /Extension Office – Fort Pierce, FL

March 2019 to June 2020

- Answer and direct all incoming calls to the UF/IFAS St. Lucie County Extension Office
- Inventory and maintain office supplies.
- Greet and welcome all guests providing them with a positive first impression of our department.
- Collect samples of plants and insects from walk-ins to provide to our Master Naturalist or Master Gardener
- Create flyers and other collateral for events and educational programs.
- Assist Senior Office Operations Specialist with communications to team and other duties as needed.
- Maintain and create spreadsheets for ongoing projects.
- Create PowerPoint presentations.
- Comply with the County and University of Florida procedures when guests walk into our office.
- Provide administrative and clerical support to all programs and agents in our office.
- Assist with setting up events and breaking down.
- Direct inquiries from our website to the proper agent.
- Set up staff meetings, agendas, and minutes.
- Assist with putting budgets together for the department.
- Provide Administrative support to the Senior Office Assistant and Director
- Assisted all staff with projects.

Team Recruitment Coordinator (Temp)

Alzheimer's Association – Port St. Lucie

August 2019 to October 2019

- Register team and participants for the End Alzheimer's Walk
- Answer any questions pertaining to donations, team fundraising and website issues.
- Recruit new teams to sign up.
- Contact past team members to register for a walk, and invite to pre-event parties.
- Maintain spreadsheets of all potential new teams
- Answer all incoming calls.
- Maintain the front lobby and conference room.

Community Development Manager

American Cancer Society, Inc - Vero Beach, FL

July 2017 to February 2019

- Manage the Making Strides Against Breast Cancer (MSABC) of St. Lucie County 5k walk and Treasure Coast Hope Gala
- Responsible for reaching event and sponsorship goals.
- Develop relationships between vendors and sponsors in the community.
- Processed contracts and post-event invoices.
- Lead Trainer for the state of Florida on new MSABC systems
- Recruit and provide training to all Executive Committee Members for each season.
- Manage event budgets, monthly reconciliations, and vendor payments.
- Attending local or county-wide health fairs.
- Educate the community on the American Cancer Society and all of the resources provided.
- Secure venues for our MSABC of St. Lucie County event and Indian River Hope Gala
- Schedule and secure staging for venue, food, entertainment
- Meet with vendors, sponsors, or county personnel to build positive rapport and discuss how they can be an asset to our organization.
- Process all income per American Cancer Society (ACS) Guidelines
- Maintain and order adequate inventory for the office and events as requested through the internal System, Society Mart

Coordinator, Division Office & Event Support

American Cancer Society, Inc - West Palm Beach, FL

July 2011 to August 2017

- Event support for the Broward Making Strides Against Breast Cancer (MSABC) million-dollar market, South Palm Beach, Martin County, St Lucie event & currently support the Palm Beach MSABC events & Relay for Life (RFL) event.
- Staff Lead on the Broward County MSABC event in 2013.
- Prepared weekly team updates to MSABC Executive Committee and event manager.
- Prepared invites, team touches and correspondence to be sent out through Convio data base.
- Prepare & coordinate all proper event documentation with the City for RFL and MSABC events.
- Maintain and order adequate inventory for the office and events as requested through the internal System, Society Mart
- Establish strong relationships with Sponsors, MSABC and RFL participants, trouble shoot with them regarding registering, maneuvering through the website and providing information on any events.
- Responsible for pulling constituent reports, tracking donations and updating the website.
- Responsible for interviewing, recruiting and managing volunteers for the office and for the events.
- Prepare Event Managers for all team and executive committee meetings.
- Data entry of all sponsorship forms both RFL and for MSABC
- Order and maintain all FedEx Supplies
- Maintenance of all office equipment.
- Update websites for RFL and for MSABC
- Accounts payable for events & Office
- Responsible for maintaining West Palm Beach Office building.
- Facilities/Office Manager for the Boca Raton Office

Event Coordinator/ Volunteer Recruitment / Marketing Creator

Team Miranda Strong. – Port St. Lucie, FL

March 2022 to Current

- Secure sponsorship
- Recruit and secure volunteers.
- Establish relationships between vendors, volunteers, and the community.
- Secure and manage silent auctions
- Create all marketing materials for organization and events.
- Maintain budgets for select events.
- Attend other events to market our organization such as health fairs, etc.
- Work with board members to create fundraisers in the community to increase revenue and market our name.
- Public speaker for the Organization
- Create budgets for events.

Event Coordinator/ Social Media / Marketing Consultant

Friends In Pink, Inc. – Jensen Beach, FL

March 2019 to 2021

- Recruit and secure a committee.
- Establish relationships between vendors, volunteers, survivors, and the community.
- Secure and manage silent auction.
- Create all marketing materials for organization and events.
- Maintain budgets per event.
- Review recipient applications
- Attend other events to market our organization such as health fairs or cancer empowerment events.
- Maintain website through WordPress in addition to all social media pages.
- Responsible for creating fundraisers in the community to increase revenue and market our name.
- Public speaker for the Organization
- Create Press Release Pre-Event and Post-Event

Education

Strayer University- Coral Springs FL

2009 to 2011

Bachelors in Business Administration (Incomplete)

Bachelors in Paralegal Studies (Incomplete)

Computer Skills

Excel | Outlook | PowerPoint | Windows | Publisher | Canva | Word | Kronos | Better Impact Volunteer System

Additional Skills

Office Management| Volunteer Recruitment| Front Desk Reception| Event Management| Marketing| Networking| WordPress| Fundraising| Mail Chimp| Notary Public | Constant Contact