

Print

Advisory Board & Committee Interest Form - Submission #28451

Date Submitted: 4/2/2025

Last Name*

De Oliveira Assis

First Name*

Melissa

District # You Live In.*

5

Home Address*

7010 Scott Street

City*

Hollywood

State*

FL

Zip Code*

33024

Home Phone

Cell Phone

Email Address*

downingmelissa9@gmail.com

Owner or Renter *

Owner

Number of years as city resident*

1

Are you registered to vote in Broward County?*

No

Education (highest degree / level)

Masters

Occupation*

COO of Affordable Housing Developer

Work Phone

Business Name*

B'nai B'rith Housing

Business Address

City

State

Zip Code

Identify the board / committee(s) to which you request appointment (Please rank in order of preference)

Selection (1)*

Affordable Housing Advisory Committee

Selection (2)*

None

Selection (3)*

None

Selection (4)*

None

Affordable Housing Advisory Committee - Questions*

1. While I'm new to Hollywood, I'd certainly need to learn the local landscape a little more. But generally speaking, the challenges in building or preserving affordable housing are similar everywhere. Funding is limited and takes much longer than in market rate developments, therefore driving costs even higher (interest rates, etc.).
2. I'm most skilled in affordable housing construction and 'big picture'.
3. New Housing construction and/or rental housing affordability but happy to be involved in all.
4. I'm interested in volunteering because I'd like to be more involved in the work of the city where I live! Affordable housing is a challenge everywhere---but I feel grateful that I work for a very strong affordable housing developer that truly sets an example--
-We have worked very hard over the years to be resourceful, produce high quality work and be a great partner--and for that, I hope I can share some of this--and learn a little more about Hollywood and the work they do to preserve/build more housing.
5. Quality affordable housing is the primary social determinant for health and well-being of individuals---which plays a critical role in economic vitality.

Please answer these five questions above. 1. In your opinion what is the greatest challenge to keeping housing affordable in Hollywood? 2. Which of the following disciplines are you most skilled? • Home Purchase Education, • Housing Market Employment, • Housing Market Stability, • Affordable Housing Construction, * Affordable Housing Activism. 3. Which of the following disciplines are you most passionate? • Ownership Housing Affordability, • Rental Housing Affordability, • Housing Market Stability, • New Housing Construction, * Fair Housing. 4. What (if any) life experience motivated you toward volunteerism? 5. What role does housing diversity play in Hollywood's economic health?

African American Advisory Council - Questions*

Please answer these five questions above. 1. What is the greatest challenge facing the African American Community in Hollywood? 2. How many hours per month can you dedicate to AAAC initiatives? 3. Which of the following disciplines are you most skilled? * Education, * Employment, * Economics, * Cultural Awareness, * Housing. 4. Which of the following disciplines are you most passionate? * Education, * Employment, * Economics, * Cultural Awareness, * Housing. 5. What (if any) life experience motivated you toward volunteerism?

Artwork Selection Committee - Questions*

Please answer these five questions above. 1. What are your primary interest in City Government and City Services? 2. Why do you want to join the Artwork Selection Committee? 3. What other relevant organizations, clubs, or associations were you previously, and/or currently are involved in? 4. Are you available to attend regular committee board meetings scheduled for the Second Monday each month at 5:30pm? 5. What is your one area of highest interest related to the Arts within the City of Hollywood?

Civil Service Board - Questions*

Please answer these five questions above. 1. Describe your involvement with establishing, reviewing and interpreting policies and procedures? 2. Describe your involvement in employment practices including interviewing, testing, hiring, selection and promotion, demotions, transfers, etc. 3. Describe your knowledge of Civil Service and its purpose. 4. Why do you want to serve on this Civil Service Board? 5. Are you a continuous resident of and continuous registered elector in the City of Hollywood?

Community Development Advisory Board - Questions*

Please answer these five questions above. 1. Do you reside in a low and moderate income (LMI) neighborhood in Hollywood per the most recent US Census data? A Hollywood LMI Map is located at www.hollywoodfl.org on the Community and Economic Development webpage. 2. What Community Development issues do you believe are the most important to Hollywood? 3. What is your definition of a healthy neighborhood? 4. What do you believe is the vision and primary work of the Community Development Advisory Board? 5. What do you believe uniquely qualifies you to serve on the Community Development Advisory Board?

Education Advisory Committee - Questions*

Please answer these five questions above. 1. What are the current challenges facing education? 2. What is your vision for education in Hollywood? 3. What do you see as the primary work of the Education Advisory Committee? 4. With only one meeting a month, the Committee is limited in what it can do. How does/should the Committee decide what's most important? 5. How can the Committee know if its mission and goals are being accomplished?

Employees' Retirement Plan - Questions*

Please answer these five questions above. 1. Are you familiar with the State's Sunshine Laws (Chapter 119 of the Florida Statutes)? 2. Are you available to attend in person regular monthly Board meeting (typically held the 4th Tuesday of each month)? 3. What knowledge, skills and/or abilities will you bring to the Employees' Retirement Plan? 4. What do you believe are the responsibilities of a trustee on a municipal retirement plan board? 5. Are you familiar with municipal defined benefit retirement plans and/or have previous experience serving on a municipal retirement plan board?

Firefighters' Pension Board - Questions*

Please answer these five questions above. 1. What knowledge, skills and abilities would you bring to the meetings? 2. What experience do you have with firefighter pensions? 3. What is your financial background? 4. How many years have you lived in Hollywood? 5. How familiar are you with local retirement systems?

General Obligation Bond Oversight Advisory Committee - Questions*

Please answer these four questions above. Why do you want to join the GO Bond Oversight Advisory Committee? 2. Explain how your personal and/or professional experiences will contribute to the meeting the goal(s) of the Board or City. 3. Which Bond interests you the most? Public Safety? Parks/Golf/Open Space or Neighborhoods & Resiliency? 4. What is your perspective on city quality of life, healthy neighborhoods, economic development & a strong tax base?

Historic Preservation Board - Questions*

Please answer these five questions above. 1. How have you prepared yourself to serve on the Historic Preservation Board? 2. Explain how your personal and/or professional experiences will contribute to the meeting the goal(s) of the Board or City. * Personal experiences, * Professional experiences. 3. What is your perspective on balancing growth of the City's tax base, within the Historic Districts, while maintaining neighborhood stabilization? 4. How would you balance historic architecture with modern architectural styles? 5. What do you like about the City's different Historic Districts?

Hollywood Centennial Celebration Committee*

Please answer these five questions above. 1. What is your primary interest in serving on the Committee? 2. What is your financial/accounting background? 3. What knowledge, skills and abilities would you bring to the meetings? 4. What other organizations and/or associations were you previously, and/or currently involved with? 5. Are you available to attend regular committee meetings? (dates to be determined by all members)

Hollywood Housing Authority - Questions*

Please answer these five questions above. 1. In your opinion what is the greatest challenge to keeping housing affordable in Hollywood? 2. Which of the following disciplines are you most skilled? * Property Management, * Affordable Housing Administration, * Housing Market Stability, * Affordable Housing Construction, * Affordable Housing Activism. 3. Which of the following disciplines are you most passionate? * Property Management, * Rental Housing Affordability, * Housing Market Stability, * New Housing Construction, * Fair Housing. 4. What (if any) life experience motivated you toward volunteerism? 5. What role does housing diversity play in Hollywood's economic health?

Marine Advisory Board - Questions*

Please answer these five questions above. 1. What is your involvement with the City of Hollywood's Waterways? 2. What will guide your decisions on this board? 3. Are you able to dedicate 2-3 hours a month to attend the meetings? Attendance is paramount to this Board being able to get things done. 4. Are you currently or have you been a boater, marine industry professional or involved in any other marine related industry? 5. What is your vision for the city of Hollywood's Waterway system?

Parks, Recreation & Cultural Arts Advisory Board - Questions*

Please answer these six questions above. 1. How many events have you attended in the past year at any of the parks and athletics facilities in the City? 2. How many City-sponsored special events have you attended for the past year? 3. Are you available to attend regular Board meetings? Regular meetings are on the 1st Thursday of the month for 8 months per calendar year. 4. What is your one area of highest interest related to the parks, recreation and cultural arts for the City? 5. What other relevant organizations, clubs, or associations were you previously, and/or currently are involved in? 6. How does parks, recreation and cultural arts contribute to quality of life?

Planning & Development Board - Questions*

Please answer these five questions above. 1. How have you prepared yourself to serve on the Planning and Development Board? 2. Explain how your personal and/or professional experiences will contribute to the meeting the goal(s) of the Board or City. * Personal experiences, * Professional experiences. 3. What is your perspective on balancing growth of the City's tax base while maintaining neighborhood stabilization? 4. What recent developments within the City are most proud of? 5. What is a Comprehensive Plan?

Police Officer's Pension Board - Questions*

Please answer these five questions above. 1. What is a fiduciary? And what is your responsibility to the police pension plan as a fiduciary? 2. What is the Sunshine Law? 3. What is Asset Allocation & Diversification? 4. Explain the history of Chapter 99-1 and Chapter 185? 5. Define the role of the Actuary and the Auditor?

Sister Cities Advisory Committee - Questions*

1. Do you speak more than one language? If so, what languages do you speak? 2. Do you have experience in travel, cultural exchange, and/or fund-raising? Please describe. 3. Which Sister City focus areas are you most passionate about: a. Art and Culture; b. Business and Trade; c. Community Development; d. Youth and Education. 4. What (if any) life experience motivated you toward volunteerism? 5. Please describe why you are interested in serving on the Sister Cities Advisory Committee.

Sustainability Advisory Committee - Questions*

Please answer these five questions above. 1. Why do you want to join the committee? 2. Have you attended any committee meetings? If so, how many? 3. What knowledge, skills, and abilities would you bring to the committee if appointed? 4. What other organizations, clubs, or associations are you involved in? 5. Are you available to attend regular committee and subcommittee meetings? Regular meetings are held monthly with subcommittee meetings held as needed. 6. What types of projects would you like to see the committee work on?

Young Circle ArtsPark Advisory Board - Questions*

Please answer these five questions above. 1. What are your primary interest in City Government and City Services? 2. How many ArtsPark events have you attended within the past year? 3. What other relevant organizations, clubs, or associations were you previously, and/or currently are involved in? 4. Are you available to attend regular committee board meetings scheduled for the Second Tuesday each month at 5:30 pm? 5. What is your one area of highest interest related to the ArtsPark at Young Circle?

Are you interested in serving on more than one board/committee?*

No



If so, how many?*

0



Applicant must attend at least one board/committee meeting prior to consideration of application for every board applied. Please list board/committee meetings you attended in the last year?*

Have not yet.

Are you currently on a County or City Board?*

No



If yes, please describe

If you are applying for a board / committee, which has specific requirements / categories, please detail how your background and/or experience meets the required criteria.*

I have not seen specific requirements for this committee but happy to review.

Please describe your professional and/or volunteer experience or background, which best qualifies you for selection to the board / committee.*

I work full-time as a COO of an affordable housing developer.

Are you presently employed by the City of Hollywood?*

No



If so, in what capacity?*

n/a

Attach Resume (only .doc and .pdf files)*

DeOliveiraAssisResume (1).pdf

EDUCATION

ENDICOTT COLLEGE, Beverly, MA (3.8 GPA)

Master of Arts in Business Administration (Specialization-International Management)

August 2013

PLYMOUTH STATE UNIVERSITY, Plymouth, NH (3.8 GPA)

Graduated Magna Cum Laude

May 2008

PROFESSIONAL EXPERIENCE

Chief Operating Officer, Boston (B'nai B'rith Housing New England)

September 2017 – Present

- Plan, execute and monitor the operations budget and develop forecasts
- Oversee processing of accounts payable and ensure prompt collection of receivables
- Ensure processes and systems are in place to guarantee accuracy and ensure the organization is 'audit ready'
- Review short and long-term goals in light of existing and projected financial resources available
- Oversee cash flow management
- Create new corporate entities and set-up necessary operating and/or investment bank accounts
- Generate and present regular financial statements as needed to the Board of Directors to monitor cash flow
- Ensure all operations comply with federal and state laws and meet other regulatory benchmarks
- Coordinate audit activities
- Manage, submit and maintain project requisitions and maintain requisition life cycle
- Oversee operating budget process for properties and manage real estate development budgets
- Lead the development, coordination and implementation of most office systems and protocols
- Manage all HR processes (enrollment & administration), including the renewal and maintenance of all required policies

Vice President of Administration, Boston (English Language Center)

August 2016 – August 2017

- Oversee the program operations and day-to-day leadership of all Directors across all branches
- Serve as the compliance officer for U.S. branches ensuring the schools meet compliance obligations and requirements
- Acted as immigration expert advising/processing all immigration-related paperwork (SEVIS)
- Hired, interviewed and trained all service employees
- Supervise and support the leadership team to effectively communicate work plans and follow through with objectives, budgets, and timelines
- Responsible for management and training of database system
- Act as IELTS Line Manager to review staffing, payroll and additional IELTS expenditures on a weekly basis

Director of Operations, Boston (English Language Center)

September 2012 – August 2016

- Planned and led cross-training initiatives in Boston, Los Angeles and Santa Barbara
- Overhauled, developed and strengthened training program for all student service departments
- Managed staff in business outreach efforts to build executive program
- Collaborated with the Vice President and President on budgeting, program logistics, and curriculum development
- Responsible for all administrative, operations and office management functions of the school
- Served as PDSO and as the primary point person for SEVIS management and immigration compliance
- Processed change of status and reinstatement requests for F-1 visa holders
- Managed the student services team consisting of housing, immigration, and academics to ensure smooth operations of the school

Director of Operations, Santa Barbara (English Language Center)

October 2012 – November 2014

- Opened and managed new branch in Santa Barbara, California
- Developed and maintained network of contacts for student and agent recruitment
- Created cost-effective plans in particular areas of the company to increase savings
- Educated international travel agents on ELC orientation and program details
- Collaborated with marketing department to research trends in the industry and program development

RELEVANT SKILLS

Intermediate Portuguese, Mastery of Microsoft Office Programs, Proficient in Quickbooks, Proficient with all Operating Systems.

PROFESSIONAL AFFILIATIONS

Board of Directors & Development Committee, English At Large