

Alachua County Housing Authority Board

Applicant Package - Alternate

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Term: 01 Aug 2023 - 31 Jul 2027

Positions Available: 1

Number of applicants in this package: 1

- Korotkevitch, Svetlana

Name: Korotkevitch, Svetlana

Address: 9466 SW 32 lane, Gainesville Florida, 32608

Email: advex@yahoo.com

Board Name: Alachua County Housing Authority Board

Primary Phone:

3522228968

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

Real estate broker, Red Cross volunteer, Florida state guard

Please list any current/previous Advisory Board appointments:

None

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

Promote affordability, diversity and equality

Please Agree with the following statements:

I understand this application is the property of Alachua County and subject to public records laws. I hereby certify that the statements made on this application are true and correct. I understand that Appointees to advisory board/committees are required to attend scheduled meetings as specified in the "Guidelines for Citizen Advisory Boards and Committees". I understand that some boards and committees require Financial Disclosure (Chapter 112, Florida Statutes) and I am willing to file if required. I affirm that my personal and business (if applicable) affairs within Alachua County are in substantial compliance with all county regulatory and taxing authorities rules and regulations?:

Yes

Time of Submission: 08/15/23 9:57:50 AM

Attachments:

- Svetlana _KOROTKEVICH _Resume.pdf



Svetlana KOROTKEVICH

Gainesville, FL 32608 3522228968 advex@yahoo.com

[Bold Profile](#)

PROFESSIONAL SUMMARY

Caring and skilled Regional Program Specialist passionate about positively impacting programs and helping participants by providing expert support. Familiar with casework management , volunteer coordination and culturally competent community involvement and always looking for ways to improve operations and personalize assistance. Well-organized and resourceful with detail-oriented and conscientious approach.

SKILLS

- Multitasking Abilities
- Attention to Detail
- Analytical and Critical Thinking
- Computer Proficiency
- Ability to work 12+ hours a day 7 days a week
- Providing response on short notice
- Emergency messages' management
- Data generation and delivery
- Volunteer and community' involvement
- Human Resources management
- Billing and account management
- Grant and proposal creation and presentation
- Working under mentally and physically challenging conditions
- Making recommendations for improvement
- Knowledge of military life on and off US bases abroad since 2017(3 years in Mildenhall/Lakenheath and 3 years in Kadena)
- Conflict resolution and counseling for specific needs and challenges of veterans, military members and their families, especially deployed long term overseas

WORK HISTORY

MOS *04/2023 to CURRENT*

Florida State Guard | St Augustine , FL

- Participated in extensive training in various capacities such as a platoon Sargent, a guide on bearer and a company Sargent

OWNER/OPERATOR *06/2002 to CURRENT*

Advex Realty Inc | Gainesville , FL

- Managed day-to-day business operations.
- Performed statistical operations to improve operations and forecast team

needs.

- Organized and attended trade shows and special events to showcase products, network with other businesses and attract new customers.
- Improved records management systems for leases and contracts to boost renewals timeliness.
- Used knowledge of market trends to create value-added solutions resulting in significant increase in revenues.
- Consulted with customers to assess needs and propose optimal solutions.
- Developed sales presentations and promotion initiatives to key accounts to drive product sales and increase brand awareness.
- Maintained up-to-date administrative records to monitor operational conditions.

OWNER/OPERATOR

05/1999 to 07/2010

International Connection Inc | Gainesville , FL

- Managed day-to-day business operations.
- Offered patients and families emotional support and instruction in preparing healthy meals, independent living and adaptation to disability or illness.
- Traveled to clients' homes to complete healthcare services and promote continuity of care.
- Provided mobility assistance such as walking and regular exercising.
- Coordinated daily medicine schedules and administration to help clients address symptoms and enhance quality of life.
- Developed key operational initiatives to drive and maintain substantial business growth.
- Reduced personnel turnover and promoted employee development by recruiting team-oriented candidates and implementing new training practices.
- Trained and developed team members to build human capital.
- Consulted with customers to assess needs and propose optimal solutions.
- Developed efficient teams and optimized internal policies to increase responsiveness to customer demands.
- Optimized team hiring, training and performance.
- Recruited, hired and trained initial personnel, working to establish key internal functions and outline scope of positions for new organization.
- Maintained up-to-date administrative records to monitor operational conditions.
- Established, optimized and enforced business policies to maintain consistency and high-quality standards across industry operations.
- Generated revenues yearly and effectively capitalized on industry growth.
- Trained and motivated employees to perform daily business functions.
- Aligned branding initiatives and sales strategies with client goals.
- Acted as resource for field staff, referral sources, physicians, patients and families for clinical issues and concerns.
- Coordinated on-call calendar for internal and field staff and delivered

proper staff coverage to meet business needs.

- Directed and managed referral volume based on staff availability.
- Developed rapport to create safe and trusting environment for care.
- Provided patients with assistance in completing daily tasks, reducing daily burden on family members.
- Assisted patients with dressing, grooming and feeding needs, helping to overcome and adapt to mobility restrictions.
- Encouraged patients to participate in safe physical activity to help boost mood and improve overall wellness.
- Reviewed and audited relevant reports and processes to support quality while identifying and addressing staff training needs.
- Consistently met demands of clients by providing sufficient numbers of direct care providers.
- Applied objective data for internal and field employee performance evaluations.
- Facilitated calls to and from field staff to resolve issues and address concerns.
- Offered support for client mental and emotional needs to enhance physical outcomes and overall happiness.
- Guided staff in documentation processes required for clinical outcomes.

EDUCATION

Master Of Science | Organic Chemistry

06/1987

Moscow Institute of Fine Chemical Technology , Moscow, Russia

RN | Nursing

05/1982

Kirovsky UPK, Moscow Russia