

Land Conservation Board
Applicant Package - Citizen at Large

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Term: 12 Dec 2023 - 30 Sep 2027

Positions Available: 2

Number of applicants in this package: 1

- Cirafice, Matt

Name: Ciraface, Matt

Address: B1, 1213 NW 39th Ave, gainesville fl, 32609

Email: mcirafice@gmail.com

Board Name: Land Conservation Board

Primary Phone:

352-870-5700

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

licensed Realtor

Please list any current/previous Advisory Board appointments:

Community Weatherization Coalition

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

Offering another perspective of property owners in the county

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

Note: This question is for the Gainesville-Alachua County Airport Authority Board

Do you currently hold any publicly elected office in the State of Florida?:

No

Note: This question is for the Gainesville-Alachua County Airport Authority Board

Have you, as yourself or as an employee, agent or consultant for another person or legal entity, transacted business with the authority within the last 3 years?:

No

Employer :

EXP Realty & United energy services

Occupation:

Realtor & energy broker

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

No

Time of Submission: 11/02/23 3:15:57 PM

Attachments:

- cirafice110223.pdf

Matthew A Cirafice

1213 NW 39th Ave, B1
Gainesville, Florida 32609

Telephone (352) 870-5700
Email matt.cirafice@exprealty.com

Summary

Experienced professional with strengths in customer service, operations, reporting, and analysis. Proven skills in consultative sales, negotiating, and audit.

Professional Experience**EXP Realty LLC, Gainesville Florida****2016 - present**

Realtor

- Provide customers and clients knowledgeable and accurate information.
- Negotiate on behalf of customers to close the best deal possible.
- Locate and Show buyers property within their price range that meets their criteria.
- Establish and maintain relationships with local bankers, lenders, contractors, handymen, pool companies, septic experts, landscapers, builders, movers, staging experts, attorneys, and government officials.
- List and sell property using the latest technology, leveraging social media, postal mail, open houses, and email lists. Identify those unique property characteristics and potential buyers interested in those features to contract in the shortest amount of time for the highest amount of money.
- Short sales and foreclosure resource certified (SFR®)
- Founder and operator of Gainesville Alachua County Heroes (gach.homes)
- State of Florida, Notary

United Energy Services, Gainesville Florida**2015 – present**

Channel Manager

- Primary intermediary for sales channels to access supplier offerings.
- Created and disseminated daily pricing tables for natural gas and electricity.
- Provided guidance on scheduling and switching timetables.
- Processed incoming contract documents; resolved data discrepancies; audited sales representatives.
- Resolved or escalated customer complaints
- Custom priced all large and/or industrial usage accounts to seek out the most competitive suppliers for any given market or condition.
- Established new sales agents' data footprint across platforms for access and usability.
- Assisted in training and education of new sales agents.

INFINITE ENERGY, Gainesville Florida**2010 - 2015**

Bid Coordinator – Sales Support Incentives

- Established guidelines for assignment and tracking of requests for proposals of pricing from brokers and consultants
- Monitor bid database, assign new bid requests, and ensure timely completion of proposals
- Back-end administrator for Infinite Energy broker portal and troubleshooter for login issues.
- Disseminate daily pricing for all markets and products.
- Coordinator of broker incentive management including manual commission calculations, records management, reconciliations and adjustments, resolving discrepancies, and communicating with brokers..
- Awarded “Rep of the Quarter” for exemplary performance during the 2nd Quarter 2013
- Inducted into the Sales Department “Champions Club” for excellence in leadership, attitude, performance, integrity, and attendance.

Commercial Account Representative

- Provide quotes and created contracts for inbound commercial accounts.

- Renewed contracts for existing customers and conducted business development to expand existing relationships.
- Point of contact for all retention related issues such as contract assignments, transfers of ownerships, and contract breaches.
- Assisted Residential Team with overflow calls for new service.

Commercial Outbound Representative

- Solicited and received sales calls for natural gas and electricity orders to and from commercial and residential customers and explained product offerings
- Quoted prices, created and completed verbal and written contracts. Prepared savings analysis for potential customers. Followed up with customers to ensure satisfaction, responded to queries, solicited further sales, and solved or referred problems.
- On the job trainer for new sales representatives. Instructed, observed, and monitored progress of trainees.
- Awarded 3rd quarter 2010 "Rep on Fire" for exceptional sales results.
- Beta tester for Telephony's new dialer software / interface
- #3 Sales Rep for company as measured by trailing 12 months sales profit margin for trailing 12 months as of February 2012

Kazbor's Sports Grille, Gainesville Florida

2002 – 2010

Bartender and Server

- Server in casual dining environment. Assisted in training and supervision of new employees. Served as acting manager in manager's absence. Processed evening close-out and cash receipts.
- Handled customer complaints. Monitored front of the house activities for cleanliness and proper seating.
- Fully trained on-line in back of the house. Served as back up in extenuating circumstances. Prepared orders during off peak hours. Full service bartender with extensive drink knowledge. Maintained orderly reefer for proper keg and bottle rotation.

KOSS OLINGER FINANCIAL GROUP, INC.

2001 – 2004

Account Services Coordinator

- Responsible for day to day operations of client servicing including trading, statement reviews, and research on accounts.
- Coordinated and reviewed corporate actions, reorganization activities, asset valuations, and portfolio reviews.

CHARLES SCHWAB AND COMPANY, INC.

1993 - 2001

Technical Representative

Financial/Investment Management

- Supervised trading in \$250 million total trader non-discretionary account assets.
- Set a branch record for quarterly asset allocation (\$12 million).
- Negotiated numerous customer discount requests to maximize profitability and reduce asset attrition.
- Conducted numerous one-on-one client sessions, identifying goal and risk profiles, picking asset classes and selecting individual investments.
- Conducted internal audits to ensure compliance with exchange regulations. Reviewed daily trade blotters.
- Provided expertise in margin and options trading to both clients and co-workers. Guided junior brokers in trading to minimize risk.

Customer Service

- Assigned daily service calls for after-hours customer issues which maintained customer service survey scores in the top ten.
- Reduced error account expenses through handling client complaints and escalated issues.
- Nominated for "Employee of the Month" seven times in a 12-month period. Won two awards.

- Conducted all branch seminars on usage of electronic trading software leading to significant new account growth.

Training/Mentoring

- Supervised, coached and trained new team members on trading, research and handling account transactions.
- Assisted in developing quarterly team sales campaigns to achieve team goals.
- Conducted call coaching and assisted in writing junior brokers' performance evaluations.

Education

STATE UNIVERSITY OF NEW YORK AT BUFFALO, Buffalo, New York
Bachelor of Arts in Economics

NAVAL SUPPLY CORP SCHOOL, Athens, Georgia

Intensive six month training program in Naval Leadership, logistics, supply management, food service management, retail operations, and disbursement.

Volunteer Activity

Schools to Careers Program Volunteer – visited local high schools to educate students on careers in the stock brokerage industry.

Fundraiser and participant in Making Strides Against Breast Cancer 2011, March of Dimes 2012 & 2014, & Top Fundraiser for American Heart Association 2012-2015 (Infinite Energy) 2016-2019 (United Energy Services)

Community Weatherization Coalition - Energy Coach 2016 to present. Member of Advisory Board 2020-present

Knights of Columbus - Catholic men's fraternal / faith based volunteer organization serving the church and community 2018-present

