



**BOARD APPLICATION**  
(Please type or print clearly)

BOARD: Historic Preservation Board DATE: 2.15.10

NAME: Orlene Cecilia O'Connor HOME PH: 480 0144

ADDRESS: 1226 Waterside Lane Venice ZIP CODE: 34285

CITY RESIDENT: Yes ☒ No ☐ EMAIL ADDRESS: oconnor.cece@earthlink.net

HOW LONG HAVE YOU LIVED IN VENICE? 10 years

DO YOU OWN PROPERTY WITHIN THE CITY OF VENICE? Yes ☒ No ☐

IF YES, ADDRESS: 1226 Waterside Lane, Venice FL 34285

OCCUPATION: Clerk

NAME OF BUSINESS: AL Malins Insurance

BUSINESS ADDRESS: 7801 Bee Ridge Rd Sarasota BUSINESS PH: 941-4811

ARE YOU CURRENTLY HOLDING AN ELECTED OR APPOINTED OFFICE FOR ANY GOVERNMENT AGENCY (INCLUDING CITY OF VENICE BOARDS)? Yes ☐ No ☒

IF YES, PLEASE LIST: \_\_\_\_\_

RESUME OF EDUCATION AND EXPERIENCE: See attached Resume

MEMBER OF THE FOLLOWING CIVIC ORGANIZATIONS: Venice Area Historical Society / Historic Triangle Inn  
Docent at the Historic Train Depot / Venice, Florida

WHY DO YOU DESIRE TO SERVE ON THE ABOVE BOARD? See attached Resume

HAVE YOU EVER BEEN CONVICTED OR PLED "NO CONTEST" TO A FELONY OR MISDEMEANOR OFFENSE?

Yes ☐ No ☒

IF CONVICTED OF A FELONY, HAVE YOUR CIVIL RIGHTS BEEN RESTORED: Yes ☐ No ☐

GIVE DETAILS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I UNDERSTAND THAT IF APPOINTED, I WILL SERVE ON THE ABOVE BOARD WITHOUT COMPENSATION AND AT THE PLEASURE OF THE CITY COUNCIL.

Arlene Cecilia O'Connor  
APPLICANT'S SIGNATURE

**PLEASE NOTE:**

MEMBERSHIP ON THE FOLLOWING BOARDS REQUIRE THAT AN ANNUAL FINANCIAL DISCLOSURE FORM BE FILED ON OR BEFORE JULY 1<sup>ST</sup> OF EACH YEAR: ARCHITECTURAL REVIEW BOARD; FIRE PENSION BOARD; MUNICIPAL CODE ENFORCEMENT BOARD; PLANNING COMMISSION; POLICE PENSION BOARD; AND VENICE HOUSING AUTHORITY.

APPLICANTS OF BOARD APPOINTMENTS ARE REMINDED OF THE PROVISIONS OF THE FLORIDA STATUTES AS APPLICABLE TO CONFLICTS OF INTEREST. ALL BOARD APPLICATIONS ARE KEPT ON FILE AND ARE REVIEWED AS VACANCIES OCCUR. UPDATED INFORMATION MAY BE REQUESTED AT THAT TIME.

DIRECT ANY QUESTIONS YOU MAY HAVE TO THE MAYOR'S OFFICE, PHONE NO. 486-2626, EXTENSION NO. 23003.

**Arlene C. O'Connor**

**1226 Waterside Lane  
Venice, FL 34285-6446  
(941)480-0144**

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**Objective:**

To receive an appointment to the Historic Preservation Board, City of Venice, FL, and if appointed, to act as a representative of that Board. My customer focus and people skills will act as an advantage in that regard. My current volunteer activities with The John and Mabel Ringling Museum of Art as a Museum of Art and Mansion Docent enable me to function as a unique liaison between the Community and Museum Programs. I have a longtime interest in community antiquities and the preservation of same. I conduct Museum Tours with the visitors to the museum.

**Experience:**

Al Malins Insurance Agency, 7801 Bee Ridge Road, Sarasota, FL 34233

**Clerk and Document Scanner**

May 2001 to Present

Act as front desk customer service liaison as the need arises, scan insurance documents into the office network computer system, input insurance document data to the same system as the need arises. Office skills include organization, time management, and document analysis.

Touro College, School of Health Sciences, Bayshore, NY 11706

11/96 to 11/00

**Secretary to the Dean's Office & Admin. Asst., Pre-Professional Department**

Acted as liaison between the Dean of the School, the Faculty, Staff and Students.

Compiled, analyzed, and presented College facts and resources to prospective students. Assisted the Program Director in the planning and execution of student programs, open houses, and schedules for the academic year. Consulted with faculty on textbook selection, and orders for student courses. Organized the Annual Student Job Fair, solicited prospective employers for students, and administered the operation of same.

Walsdorf Insurance Agency, Huntington, NY 11743

6/87 to 11/96

**Insurance Claims Representative**

Received and processed insurance claims for personal lines. Performed customer service functions with agency clients with a focus on quality and attention to detail. Functioned as an insurance underwriter for the New York State Auto Plan. Interfaced between agency clients and insurance companies with regard to claims and coverage questions. Functioned as a customer service contact with insurance clients regarding policy issues.

Greater Huntington Agency, Huntington, NY 11743

**Agency Owner/Manager**

9/78 to 6/87

Owned and operated a full line Property and Casualty Insurance Agency.

Functioned as an underwriter for personal lines insurance. Evaluated, rated, and issued auto and homeowner insurance policies for clients, and sold insurance where opportunities presented. Responsible for wage and salary administration for employees. Prepared clients monthly statements for billing purposes. Conducted follow-up activities in a customer service capacity, conducted follow-up activities on insured policies, renewals, and policy endorsements. Functioned as the customer resource and interface with companies.

**Education:**

State University of New York, College at Cobleskill  
A.A.S. Degree in Business

Cobleskill, NY

Suffolk Community College

Selden, NY

**Math, English, and Computer Courses**

Pohs Institute of Insurance

Westbury, NY

**NY State Property-Casualty Insurance Broker Course. Licensed Property/Casualty Insurance Broker, State of New York.**

The John and Mable Ringling Museum

Sarasota, FL

**On-going Continuing Education in Art, Art History, Art Presentation, and Interpretation.**