

APPLICATION FOR APPOINTMENT – Martin County Community Development Block Grant Citizen Advisory Task Force – Please Print

Type of Member:

- Resident of unincorporated Martin County
 Resident of unincorporated Martin County **AND** from low to moderate income households as determined by income survey (Household Income Certification Form)

Check One: Mr. Mrs. Ms. Miss Dr.

Name: Shana Fann Lark

RECEIVED

By Donna Gordon at 7:52 am, Feb 26, 2025

Residence Address: 4795 SE Field St. Stuart, FL 34997
Street - City - Zip Code

Mailing Address: Same as above
(if different) Street - City - Zip Code

Commission District in which you reside: 4th Staff will complete.

Are you available year round to attend meetings? yes no If no, what months are you available?

Telephone numbers: daytime: (954) 907-0834 alternate: _____ alternate: _____
Area Codes are considered 772 unless you note otherwise.

EMAIL: shanafanne@yahoo.com

Have you ever pled guilty or "no contest" to a crime, been convicted of a crime, had adjudication withheld, prosecution deferred, been placed on probation, received a suspended sentence or forfeited bail in connection with any offense (except minor traffic violations)? Please show all convictions, including driving while intoxicated (DUI) convictions. yes no If yes, please provide the following information:

TYPE OF OFFENCES: _____

DATES: _____

PLACES (city/state): _____

SENTENCES OR FINES: _____

A conviction record does not necessarily disqualify you for consideration. Factors such as age at time of offense, nature of violation, and rehabilitation will be considered. The Martin County Board of County Commissioners retains the right to remove, at will, any appointee to a Board or Committee with or without cause.

EDUCATION/EXPERIENCE: A resume is recommended to be attached containing this and any other information that would be helpful to the Board in evaluating your application. Resume or letter of qualifications attached? yes no

Education: New York Institute of Art + Design

Interior Design

Employment Experience: Flight Attendant (American Airlines)

May 2014 - Present

Other experience you feel would be helpful to the Board in making this appointment: _____

Very skilled in administrative/Clerical duties as well as
customer service

Community Experience and Affiliations: None

Other County Boards/Committees/Task Forces on which you have served: None

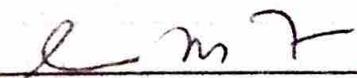
Do you or any member of your immediate family work for Martin County or hold a position that might conflict with your duties for this Board/Committee/Task Force? If yes, please explain: NO

REFERENCES: Please list two references:

Santa Fann (561) 480-3824

Dianrea Smith (861) 629-3380

- Appointee may be required by State Law and County Ordinance to file a Financial Disclosure Statement as part of the appointment process.
- Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true. (Pursuant to Section 92.525 Florida Statutes, falsifying this application is a Third Degree Felony punishable by up to five years imprisonment and up to a \$5,000 fine.)
- Florida law prohibits an advisory board member from doing business with its agency (The County). Section 112.313(3) and (7), Fla. Stat.

→ Signature: 

Date: 2/25/2025

Applications must be filed with Martin County Administration, 2401 SE Monterey Road, Stuart, Florida 34996 by Friday, February 28, 2025. All information submitted becomes public record. If you have any questions, please call (772) 221-1352 or send email to dgordon@martin.fl.us.

Shana Fann Lark

Ambitious and detail oriented candidate with years of extensive experience

Stuart, FL 34997

shanafann@yahoo.com

9549070834

Professional Summary

- Improved office organization by compiling quarterly budget reports, financial spreadsheets, organizational charts and company data reports using advanced Microsoft Excel functions.
- Created PowerPoint presentations that were successfully used for business development.
- Demonstrated proficiencies in telephone, e-mail; fax and front-desk reception
- Developed and created effective filing system to eliminate paperwork processing.
- Performed administration tasks such as filing, developing spreadsheets, photocopying and scanning
- Developed a strong knowledge of hardware and software while keeping abreast of new applications that increased efficiency and productivity for management and clients.
- Arranged, scheduled and coordinated all logistics and travel itineraries for staff and ensured staff was equipped with all necessary supplies and collateral for long distance travel.
- Managed inventory and office budgeting for supplies for busy office.
- Answered multiple phone lines, transferred calls to corresponding departments
- Handled customers effectively by identifying needs, quickly gaining trust, approaching complex situations and resolving problems to maximize efficiency.
- Prepared medical claims for payment also reviewed records for completeness, assembled records into standard order and filed records in designated areas according to alphabetic and numeric filing system.

Work Experience

Flight Attendant

American Airlines-Fort Worth, TX

May 2014 to Present

Verify that first aid kits and other emergency equipment, including fire extinguishers and oxygen bottles, are in working order.

Direct and assist passengers in emergency procedures, such as evacuating a plane following an emergency landing.

Administer first aid to passengers in distress.

Announce and demonstrate safety and emergency procedures, such as the use of oxygen masks, seat belts, and life jackets.

Walk aisles of planes to verify that passengers have complied with federal regulations prior to takeoffs and landings.

Prepare passengers and aircraft for landing, following procedures.

Attend preflight briefings concerning weather, altitudes, routes, emergency procedures, crew coordination, lengths of flights, food and beverage services offered, and numbers of passengers.

Check to ensure that food, beverages, blankets, reading material, emergency equipment, and other supplies are aboard and are adequate supply.

Determine special assistance needs of passengers, such as small children, the elderly, or disabled persons.

Announce flight delays and descent preparations.

Reassure passengers when situations, such as turbulence, are encountered.

Greet passengers boarding aircraft and direct them to assigned seats.

Inspect passenger tickets to verify information and to obtain destination information.

Assist passengers entering or disembarking the aircraft.

Operate audio and video systems.

Answer passengers' questions about flights, aircraft, weather, travel routes and services, arrival times, or schedules.

Take inventory of headsets, alcoholic beverages, and money collected.

Prepare reports showing places of departure and destination, passenger ticket numbers, meal and beverage inventories, the conditions of cabin equipment, and any problems encountered by passengers.

Inspect and clean cabins, checking for any problems and making sure that cabins are in order.

Conduct periodic trips through the cabin to ensure passenger comfort and to distribute reading material, headphones, pillows, playing cards, and blankets.

Assist passengers in placing carry-on luggage in overhead, garment, or under-seat storage.

Collect money for meals and beverages.

Heat and serve prepared foods.

Sell alcoholic beverages to passengers.

Office Coordinator

Tenet Healthcare-Boca Raton, FL

December 2018 to May 2019

Answer telephones and direct calls to appropriate staff.

Schedule and confirm patient diagnostic appointments, surgeries, or medical consultations.

Operate office equipment, such as voice mail messaging systems, and use word processing, spreadsheet, or other software applications to prepare reports, invoices, financial statements, letters, case histories, or medical records.

Maintain medical records, technical library, or correspondence files.

Greet visitors, ascertain purpose of visit, and direct them to appropriate staff.

Compile and record medical charts, reports, or correspondence, using typewriter or personal computer.

Receive and route messages or documents, such as laboratory results, to appropriate staff.

Transmit correspondence or medical records by mail, e-mail, or fax.

Perform various clerical or administrative functions, such as ordering and maintaining an inventory of supplies.

Interview patients to complete documents, case histories, or forms, such as intake or insurance forms.

Perform bookkeeping duties, such as credits or collections, preparing and sending financial statements or bills, and keeping financial records.

Schedule tests or procedures for patients, such as lab work or x-rays, based on physician orders.

Complete insurance or other claim forms.

Transcribe recorded messages or practitioners' diagnoses or recommendations into patients' medical records.

Arrange hospital admissions for patients.

Prepare correspondence or assist physicians or medical scientists with preparation of reports, speeches, articles, or conference proceedings.

Rental Car Agent

Sixt Rent A Car-West Palm Beach, FL

December 2013 to March 2014

Compute charges for merchandise or services and receive payments.

Receive orders for services, such as rentals, repairs, dry cleaning, and storage.

Explain rental fees, policies, and procedures.

Provide information about rental items, such as availability, operation, or description.

Advise customers on use and care of merchandise.

Greet customers and discuss the type, quality, and quantity of merchandise sought for rental.

Answer telephones to provide information and receive orders.

Inspect and adjust rental items to meet needs of customer.

Prepare rental forms, obtaining customer signature and other information, such as required licenses.

Rent items, arrange for provision of services to customers, and accept returns.

Keep records of transactions and of the number of customers entering an establishment.

Receive, examine, and tag articles to be altered, cleaned, stored, or repaired.

Reserve items for requested times and keep records of items rented.

Prepare merchandise for display or for purchase or rental.

Recommend and provide advice on a wide variety of products and services.

Allocate equipment to participants in sporting events or recreational activities.

Education

Certificate in Interior Design

New York Institute of Art and Design - Remote

October 2020 to Present

Diploma in Project Management

Shaw Academy Online

May 2020 to July 2020

Skills

- OUTLOOK
- Microsoft Office

- Microsoft Access
- Cash handling
- Customer service
- MS EXCEL
- Front desk
- QuickBooks
- Medical Office Experience
- Phone etiquette
- Payroll
- Communication skills
- Project planning
- Bookkeeping
- Retail sales
- Hospital experience
- Drafting
- AutoCAD (10+ years)
- Project management
- Google Docs
- Sales
- SaaS
- EMR systems
- Data entry
- 2D animation
- Multi-line Phone Systems
- Supervising experience
- MS POWERPOINT
- Serving
- Adobe Acrobat (10+ years)
- Interviewing
- Data Entry
- Organizational skills
- EMR Systems
- Project Planning
- Budgeting
- CAD
- Management
- Hospitality
- Outdoor work
- Microsoft Project
- Cash register

- Writing skills
- Office Management
- Medical Records
- Business development
- Office management
- Administrative experience
- AutoCAD
- Mac OS
- Typing
- Event planning
- Transcription
- English
- Windows
- Employee relations
- MS OUTLOOK
- Clerical experience
- EXCEL
- Google Suite (10+ years)
- Analysis skills
- Adobe Acrobat
- Accounting
- Medical Billing
- Medical Scheduling
- POS
- Google Suite
- Medical records
- Word Processing
- Google Docs (10+ years)
- Microsoft Outlook
- Computer skills

Certifications and Licenses

PMP

July 2020 to Present

AED Certification

May 2014 to Present

Flight Attendant training

CPR Certification

May 2014 to Present

Flight Attendant training

Driver's License

July 2021 to July 2029

Certified Notary Public

August 2022 to August 2026

Additional Information

COMPUTER SKILLS:

- MS Word
- MS Excel
- MS PowerPoint
- MS Outlook
- QuickBooks and Jonas
- QuickBooks and Jonas
- MS Access
- AutoCAD
- Google Docs