

# APPLICATION FOR APPOINTMENT – Martin County Affordable Housing Advisory Committee – **Please Print**

**Type of Member** (explain HOW you qualify for the category under Other Experience below):

- Citizen who is actively engaged as a not-for-profit provider of affordable housing
- Citizen actively engaged as an advocate for low-income persons *in connection w/affordable housing*
- Citizen who is actively engaged in the banking/mortgage banking industry *in connection w/affordable housing*
- Citizen actively engaged as a for-profit provider of affordable housing
- Citizen actively engaged as a real estate professional *in connection w/affordable housing*
- Citizen actively engaged in residential homebuilding industry *in connection w/affordable housing*
- Citizen representative of areas of labor actively engaged in homebuilding *in connection w/affordable housing*
- Citizen who represents employers within Martin County
- Citizen who represents essential service personnel
- Citizen who resides within Martin County
- Local Planning Agency Member

**RECEIVED**

By Donna Gordon at 2:19 pm, Dec 01, 2025

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

Name: Lucille Shilling

Residence Address: 961 NW Fresco Way, Apt 203, Jensen Beach, FL 34957 Street - City - Zip Code

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

Commission District in which you reside: 1<sup>dg</sup> Staff will complete.

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

Telephone numbers: daytime: 724-840-4001 alternate: Work: 772-678-1373 alternate: \_\_\_\_\_  
Area Codes are considered 772 unless you note otherwise.

EMAIL: lshilling@safespacefl.org

**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: N/A

DATES: \_\_\_\_\_

PLACES (city/state): \_\_\_\_\_

SENTENCES OR FINES: \_\_\_\_\_

**→ CONTINUED →**

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: Indian River State College - Student working on Associates Degree in Human Services Projected Graduation December 2026;  
1997 Graduate of Penns Manor Area School District

Employment Experience: Economic Justice Advocate at SafeSpace, Inc. June 2025 - Present \*Please see attached resume for additional experience.

**Other Experience** – **How do you qualify for the Type of Member selected?** I am currently employed as an

Economic Justice Advocate with SafeSpace, Inc., Stuart, FL. I advocate for survivors of Domestic Violence to help find affordable housing in our area.

Community Experience and Affiliations: Economic Justice Advocate with SafeSpace, Inc. Previously employed with Martin County School District.

Other County Boards/Committees/Task Forces on which you have served: \_\_\_\_\_

Do you or any member of your immediate family work for Martin County or do you or a company that you are an officer or employee of have an existing contract with Martin County? If yes, please explain:

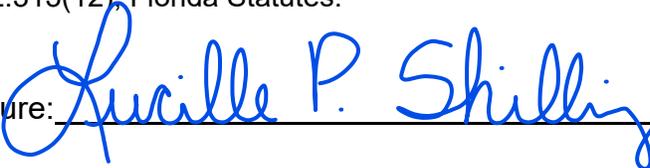
Yes, Kayla Sullivan at Martin County Tax Appraisers Office

**REFERENCES:** Please list two references:

Abigail Andujar - 772-341-7037

Dr. Brian Moriarty - 772-219-3313

- Applicant may be required by State Law and County Ordinance to file a Financial Disclosure Statement as part of the appointment process.
- Florida law prohibits an advisory board member from doing business with its agency (the County). Sections 112.313(3) and (7), Florida Statutes. However, upon full disclosure by the Applicant, the conflict may be waived at the discretion of the Board of County Commissioners by a supermajority vote. Section 112.313(12), Florida Statutes.

→ Signature: 

Date: 12/01/2025

Applications must be filed with Martin County Administration, 2401 SE Monterey Road, Stuart, Florida 34996 **by Friday, December 12**, 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](mailto:dgordon@martin.fl.us).

# LUCILLE P SHILLING

Domestic Violence Economic Justice Advocate



961 NW Fresco Way, Apt 203  
Jensen Beach, FL 34957



724-840-4001



Lucilleshilling2679@gmail.com

## CORE COMPETENCIES:

- ✓ Administrative & Clerical Support
- ✓ Records & File Management
- ✓ Scheduling & Calendar Coordination
- ✓ Data Entry & Data Systems (HMIS, ORS, FOCUS, Osnum)
- ✓ Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- ✓ Correspondence Preparation & Proofreading
- ✓ Customer Service & Reception Operations
- ✓ Mail Distribution & Inventory Tracking
- ✓ Meeting Coordination & Minute Taking
- ✓ Confidential Information Management (HIPAA & FERPA Compliant)
- ✓ Office Equipment Operation
- ✓ Strong Written & Verbal Communication
- ✓ Time Management & Prioritization
- ✓ Team Collaboration & Interpersonal Skills
- ✓ Community Resource Coordination
- ✓ Problem Solving & Critical Thinking
- ✓ Flexibility & Adaptability

## EDUCATION

### Human Services Associate's Degree

(In Progress)

### Indian River State College

January 2025 – Present

(Projected Completion August 2026)

### High School Diploma

### Penns Manor Area School District

Graduation – June 1997

## PROFESSIONAL PROFILE

Meticulous and dependable administrative professional with over eight years of experience providing clerical, customer service, and case management support in legal, educational, and human services environments. Skilled in office operations, scheduling, correspondence preparation, and recordkeeping. Recognized for strong organizational abilities, discretion with confidential information, and a commitment to accuracy and efficiency. Proficient in Microsoft Office Suite, data entry systems, and database management. Dedicated to supporting agency goals through teamwork, professionalism, and excellent communication with staff, clients, and community partners.

## PROFESSIONAL EXPERIENCE

### SafeSpace Inc – Stuart, FL

#### Economic Justice Advocate | June 2025 – Present

- Submits and tracks Supportive Housing Fund applications for finance approval to ensure timely client assistance.
- Leads financial empowerment group meetings to strengthen client self-sufficiency and budgeting skills.
- Manages confidential records, entered client data accurately, and maintained compliance with agency standards.
- Drafts correspondence, prepares reports, and supports program documentation and scheduling.
- Runs monthly reports and submits to supervisor.

### DoorDash – Stuart, FL

#### Independent Contractor | March 2024 – June 2025

- Delivered food and household items promptly while maintaining high customer satisfaction.
- Managed logistics and routing to ensure efficient service delivery.

### Law Patriot – Stuart, FL

#### Administrative Assistant | July 2024 – September 2024

- Processed intake forms, payments, and legal documents using PracticePanther software.
- Scheduled meetings, drafted correspondence, and maintained attorney calendars.
- Improved document organization, ensuring case files were audit-ready and easily accessible.

### Jensen Beach High School – Jensen Beach, FL

#### Attendance/Dean Secretary | January 2023 – July 2024

- Assisted administrators with student discipline records and recognition programs
- Maintained records using Focus and Google Drive
- Handled front-office communications, scheduling, and parent correspondence
- Organized parking spots, accepted payments, filed records, mailed attendance letters, upkept with confidential policies
- Planned and ordered office supplies for the upcoming school year, ensuring inventory was accurate and ready for use by staff and students.

## TRAINING

### C.O.R.E

**SafeSpace Inc. – Stuart, FL**  
July 2025

### Critical Incident Stress

**Management Training (Faith-Based)**

**Christ In Action – Warrenton, VA**  
March 2016

## REFERENCES

### **Abi Andujar, Outreach Director**

**SafeSpace Inc |Stuart, FL**  
772-223-2399

### **Dr. Brian Moriarty - Owner**

**Loving Chiropratic |Stuart, FL**  
772-219-3313

### **Professor Joan Rivera**

**IRSC | Fort Pierce, FL**  
772-643-8908

### **Lauren Thompson, Asst Principal**

**Jensen Beach High School |Jensen Beach, FL**  
772-232-3500 ext, 37104

### **Michelle Dolges, Principal**

**Penns Manor | Clymer, PA**  
724-254-2666 ext. 2850

## PROFESSIONAL EXPERIENCE (CONTINUED)

### **CoastLife Pools – Stuart, FL**

**Office Assistant | November 2022 – January 2023**

- Coordinated service calls and customer scheduling for a busy service department.
- Processed orders, maintained supply inventory, and supported billing operations.
- Prepared reports and follow-up communications for the Service Advisor.

### **Indiana County Community Action Program – Indiana, PA**

**Homeless Case Manager (ESG/SWRRH) | October 2016 – August 2021**

- Managed client records, entered data in HMIS/ORS, and maintained compliance with HUD standards.
- Coordinated with landlords and community agencies to secure housing placements.
- Prepared documentation for rental assistance, fair housing, and public benefit programs.
- Worked with Emergency Solutions Grants, and Southwest Rapid Rehousing Grants.
- Client Intakes

### **Evergreen Boys & Girls Club – Clymer, PA**

**Youth Program Facilitator | August 2016 – March 2017**

- Planned and led educational and life-skills sessions for youth participants.
- Maintained attendance and activity reports for state program requirements.
- Mentored students, assisted with homework.

### **AccessAbilities – Clymer, PA**

**Direct Support Professional | October 2006 – November 2014**

- Provided in-home care and support to clients, including assistance with activities of daily living (ADLs) such as hygiene, meal preparation, mobility, and medication reminders.
- Monitored clients' physical, emotional, and mental health, reporting changes to supervisors or healthcare professionals.
- Maintained accurate and timely documentation of care, appointments, and client progress.
- Provided companionship, emotional support, and patient advocacy to enhance quality of life.

### **Lowe's Home Improvement – Indiana, PA**

**Department Manager | May 2000 – May 2006**

- Managed daily operations of a department, including sales, inventory, and merchandising.
- Supervised and trained department staff, ensuring adherence to company policies and high customer service standards.
- Maintained accurate inventory records, monitored stock levels, and placed supply orders to meet departmental needs.
- Developed and implemented workflow processes to increase efficiency and team productivity.
- Assisted customers with inquiries, product selection, and problem resolution.
- Prepared reports on sales performance, inventory status, and staff performance metrics.
- Collaborated with other departments to coordinate promotions, displays, and seasonal projects.
- Ensured compliance with safety regulations, company policies, and operational procedures.