

# APPLICATION FOR APPOINTMENT – Complete Count Committee –

## Please Print

### Entity You Represent:

- ☐ Martin County School District
- ☒ City of Stuart
- ☐ Town of Sewall's Point
- ☐ Village of Indiantown
- ☐ Town of Jupiter Island
- ☐ Town of Ocean Breeze
- ☐ Business Development Board
- ☐ United Way
- ☐ Indian River State College
- ☐ Faith Based Organization

**RECEIVED**

By Donna Gordon at 7:55 am, Nov 01, 2019

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

Name: Jessica Tharp

Residence Address: 1100 SE Madison Ave, Stuart, FL 34996

Street/City/Zip Code

Mailing Address: 1100 SE Madison Ave, Stuart, FL 34996

(if different)

Street/City/Zip Code

Telephone numbers: daytime: 772-288-5389

alternate: 772-204-3911

alternate: \_\_\_\_\_

~Area Codes are considered 772 unless you note otherwise.

EMAIL: jtharp@ci.stuart.fl.us

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

→ CONTINUED →

Education: AA in Public Administration, currently working on my Bachelors degree at FIU in  
Recreation and Sports Management

Employment Experience: Currently Employeed with the City of Stuart, Resume attached

**Other experience** you feel would like the Commission to know about you: \_\_\_\_\_

I am currently a working on wellness ambassador for the City of Stuart

Community Experience and Affiliations: Current Board member for Martin County Healthy Start  
Coalition

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

Water Smart Task Force of Martin County

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

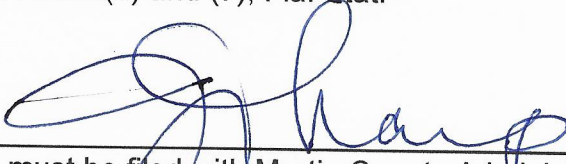
**REFERENCES:** Please list two references:

Laura Haase 772-631-0562

Kevin Landry 772-260-6897

- Applicants 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: 10/31/2019

Applications must be filed with Martin County Administration, 2401 SE Monterey Road, Stuart, Florida 34996 **by Friday, November 22, 2019**. 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).



# Jessica N. Tharp

**PROFILE** To obtain a position where my leadership, organizational skills and career background can be fully utilized in a growth oriented situation.

 772.204.3911  
 Jntharp1983@gmail.com  
 1100 SE Madison Ave  
Stuart FL 34996

## SKILLS

Strong Work Ethic and Professional Demeanor  
Exceptional capability to maintain strong professional relationships with patrons and colleagues  
Prioritize tasks  
Proficient in Microsoft Office, Canva, Constant Contact and Remind  
DCF Certified  
Efficient in time management

## EDUCATION

Bachelor of Science in Recreation and Sports Management; Emphasis in Public Administration  
Florida International University  
Anticipated Graduation Date- May 2021

## SERVICE AND VOLUNTEERISM

Florida Recreation and Parks Association

Water Smart Task Force, Martin County

MC Interagency Coalition

House of Hope, East Stuart Community Garden

Board Member for the MC Healthy Start Coalition

East Stuart Youth Initiative

Working on Wellness Ambassador

## EXPERIENCE

### Recreation Programs Coordinator / City of Stuart Community Services, Stuart, FL March 2017 - Present

- Manages all park pavilion/community center reservations.
- Working knowledge of Active Net and Civic Rec
- Manages all community center programming and special events for the City
- Assists with in house After School/Out of School programs
- Support and enforces established procedures
- Reconciling accounts
- Perform regular inventory and assist in ordering special items for the department
- Manages policies and procedures

### Community Outreach Coordinator & Fit Specialist / Fleet Feet Stuart, Stuart, FL September 2014 - April 2016

- Registration of participants into training programs
- Managing all training programs
- Managing all store events
- Reconciling Accounts
- Managing and maintaining all marketing material
- Assisted customers through our specialized FIT process
- Maintaining the store's high standard of customer service
- Providing the maximum quality of service to the customers

### Nursing Scheduler / Anchor Home Health Agency, Stuart, FL April 2011 - September 2014

- Maintained weekly nursing schedules
- Reconciling Accounts
- Processing Doctors orders for patient care
- Maintained patient files
- Providing the maximum quality of service to the patients
- Verifying that all updated reports have been run