

APPLICATION FOR APPOINTMENT – Comprehensive Economic Development Strategy Committee – Please Print

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

RECEIVED

By Donna Gordon at 1:13 pm, Dec 04, 2024

Name: Dianne James

Residence Address: 2631 SW Estella Terrace, Palm City 34990
Street - City - Zip Code

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

Commission District in which you reside: 5^{dg} Staff will complete.

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

Telephone numbers: daytime: 341.9618 alternate: _____ alternate: _____
Area Codes are considered 772 unless you note otherwise.

EMAIL: diannejames772@gmail.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.

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: _____

Employment Experience: _____

→ CONTINUED →

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

I have been a resident of Palm City for almost 30 years and as a Realtor I am extremely knowledgeable about Martin County.

Community Experience and Affiliations: _____

I serve on my HOA's ARC Committee

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

I am a member of the Republican Executive Committee

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: _____

REFERENCES: Please list two references:

Fabian Bastidas 772.214.6441

Rebecca Negrón 772.475.4918

- 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: 11.21.24

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

DIANNE JAMES

Palm City, FL 34990

(772) 341-9618

diannejames772@gmail.com

PROFILE

Over a decade of experience in sales and customer service; excellent communication skills; exceeds goals set by company; quick learner; dependable team member; responsible and ethical; self-motivated.

EXPERIENCE

LICENSED REAL ESTATE SALES ASSOCIATE/REALTOR®
SOUTH FLORIDA
2018-PRESENT

Provide guidance and assist sellers and buyers in marketing and purchasing property for the right price under the best terms; Determine clients' needs and financial abilities to propose solutions that suit them; Intermediate negotiation processes, consult clients on market conditions, prices, mortgages, legal requirements and related matters, ensuring a fair and honest dealing; Perform comparative market analysis to estimate properties' value; Display and market real property to possible buyers; Prepare necessary paperwork (contracts, leases, deeds, closing statements etc.); Maintain and update listings of available properties; Cooperate with appraisers, escrow companies, lenders and home inspectors; Develop networks and cooperate with attorneys, mortgage lenders and contractors; Promote sales through advertisements, open houses and listing services; Remain knowledgeable about real estate markets and best practices.

TRANSACTION COORDINATOR
RUSSOTTI REAL ESTATE GROUP; STUART, FL
JANUARY 2018-APRIL 2018

Assistance of Listing Agreements; Transaction flow for executed contracts; Attended inspections and other appointments; Obtained insurance and repair quotes; Coordinated marketing and mass mailings; Uploaded proper documents for secure record keeping.

SALES ASSOCIATE
TOMMY BAHAMA; JUPITER, FL
AUG 2015-DEC 2016

Greeted guests and engaged with them to help determine their wants and needs; Provided personalized service; Developed client base; Advised guest on proper utilization and care of merchandise; Worked with team members to ensure guest satisfaction; Assisted in display of merchandise.

MEMBERSHIP COORDINATOR
YMCA OF THE TREASURE COAST; STUART, FL
AUG 2007-NOV 2015

Responsible for greeting members; Promoted the benefits of membership; Activated new memberships and program registrations; Maintained member accounts; Assisted department directors; Participated in Listen's First Program; All other office duties.

EDUCATION

CUYAHOGA COMMUNITY COLLEGE; ASSOCIATE OF ARTS- 1985