

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/afford hsg*
- ☐ 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 2:21 pm, Jul 28, 2025

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

Name: DR. Rev. Deborah C. ALLEN **Incumbent**

Residence Address: 1561 N.E. 12th Terrace, C13, Jensen Beach, FL
Street - City - Zip Code 34957

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

Commission District in which you reside: 1st Staff will complete.

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

Telephone numbers: daytime: 954-515-6020 alternate: 772-333-4845 alternate: _____
Area Codes are considered 772 unless you note otherwise.

EMAIL: allen Deborah58@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: _____

→ 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: Please See Resume attached

Employment Experience: Please See Resume attached

Other Experience – How do you qualify for the Type of Member selected? _____

Real Estate Agent - Florida

Notary Public

Paralegal

Community Experience and Affiliations: Women's club of Stuart

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

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:

None

REFERENCES: Please list two references:

EWLA CLARK

772-243-3886

Jennifer Blot

772-486-6964

- 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: Mr. Rep. Nicholas C. Allen

Date: July 28, 2025

Applications must be filed with Martin County Administration, 2401 SE Monterey Road, Stuart, Florida 34996 **by Friday, August 15**, 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.

DEBORAH C. ALLEN

1561 N.E. 12th Terrace, Unit C-13, Jensen Beach, Florida 34957

Phone: (954) 515-6020, Email: allendeborah58@gmail.com

PROFESSIONAL OVERVIEW

Consistent top producer, experienced hands-on manager with the drive to deliver results. Proactive and Excellent planning skills. Work very well independently and with teams. Active Listener. Handles task with accuracy and efficiency. Experience in Administration and Management. Communication with professionals involved in organizational settings. Executive-level secretarial skills, Proficient in dictation and dictation devices Military experience as Army Medic, Proficient with PCs and peripherals. Hold a current and valid Driver's License. Use of various software packages such as Microsoft Suite.

Interim Work Experience, Doctoral Student June 2012 – 2018

Jacksonville Theological Seminary, Jacksonville, Florida

April 2017 -May 2018 – Franklin Academy, Boca Raton, Florida – **Substitute Teacher (On Call)** Substitute Teacher for First grade 1 thru Eighth grade, varies subject taught to each grade, Languages, and Math, History and others.

- Deliver lesson plans and instructional materials for active learning given by classroom teachers. Instruct and monitor students in the use of learning materials and equipment. Use relevant technology to support and differentiate instruction.
- Manage student behavior in the classroom by establishing and enforcing rules and procedures. Maintain discipline in accordance with the rules and disciplinary systems of the school. Provide appropriate feedback on work.
- Encourage and monitor the progress of individual students and use information to adjust teaching strategies. Meet professional teacher education requirements of school, district and state. Florida Certified.

July 2015 – September 2015 – Broward Healthy Start Coalition, Inc./ MomCare Program, Fort Lauderdale, Florida Internship program through Workforce One.

- Maintain the Coalition lobby, Greet and direct all visitors, Board Members, Providers, Clients in pleasant professional manner. Assumable meeting Agenda, and materials for members. Answer and direct all incoming telephone calls appropriately. Relay messages and announce visitors.
- Perform general office duties such as photocopying, stamp/label brochures, fax, prepare resource bags for health fairs and events, data entry of MomCare client information for follow-up with clients, change computer back-up tapes, daily process incoming/outgoing
- Mail and filing, use of video equipment as needed. Use of office machines such as letter folder, and stamp machine for mailings. Provide telephone customer service to clients.

January 2014 – May 2014 – Broward College Internship with the Law Office of Carmen Soto, Fort Lauderdale, Florida

- Set appointments on calendar for appointments and court dates for attorney. Receive and post payments received from clients
- Preparation of client intake packets to prepare for trial. Input client data into Act II, Sage data base program, which is obtained from the client intake form.
- Preparation of Financial Affidavits, Mandatory Disclosure; Discovery, various other legal documents. E-Filing with Broward County Courthouse

PROFESSIONAL EMPLOYMENT

August 2024 – November 2024 – **Professional Political Campaign Scheduler, Martin County, Political Candidate for United States Senator.** Organized and Scheduled meetings and events for the candidate in the state of Florida. Coordinated with high level officials in Florida and other states. Attend events and Host for the candidate when needed. Use of NPG database used for 501©3 nonprofits to fund projects and activities that benefit the community. Information input and reports for the candidate. Interactions with the Police Union and other National agencies.

June 2022 – January 2023 - **Child Net, Inc. 4100 Okeechobee Blvd., West Palm Beach (Department of Children and Families), Florida 33409,** Eight weeks of Training, Provisional State of Florida Licensed for Case Management for community-based care of vulnerable children and families. Interaction with schools, Doctors, Hospital for both children and parents. Schedule Background checks and Drug Screening. Work with families who are adjudicated to the court system, with the Judges, Lawyers, and Guardian Ad Litem, and Foster Care parents to insure the adequate and overall care of the children. Supervision of family visitation by scheduling, and transportation of the children to their parents. Knowledgeable of the State Statute for Child care in the State of Florida (CFOP 170). Understand and implement Conditions for return of children to their parents. And Core Safety Concepts. Wrote Judicial Reviews and Safety Plans, also Progress Notes for Lawyers and Judges to review. Write and Input client data into the State of Florida Statewide Automated Child Welfare Information System. (FSFN) system.

September 2020 – May 2022 – **Sierra7, Falls Church, Virginia**
Medical Call Service Agent for Covid 19 Testing and Vaccinations. Remote

- Work as a Customer Representative, serve as an information resource for setting appointments in five states, and troubleshooting questions – including suggesting ways for existing customers to get their Covid 19 Testing and Vaccinations within their state.
- Solve problems and interact with people from across the country.
- Communicate the products and share ways with customers.
- Transform into the best customer support advocate, engaging with a diverse consumer base to provide solutions for customer needs and technical issues with website.
- Establish customer relationships.
- Back-to-back phone calls with customers throughout the entirety of my shift

December 2019 – September 2020 – **Veteran Affairs Medical Center, (VA Hospital) West Palm Beach, Florida**

Library MyHealthVet services and Office of Medical Research and Development.

- Help Veterans with guidelines to access their information on the database MyHealthVet.
- Use professional code of ethics using HIPPA.
- Solve new, unusual and changing problems.
- Coordinate activities with Library services when needed Provide patient services and utilize the Veteran Services data.

August 2005 – May 2012 – Kids in Distress, Fort Lauderdale, Florida

Healthy Families Coordinator, Broward Regional Health Planning Council, Inc., and Healthy State Intake Coordinator

- Conducted weekly and monthly meetings with clients at various program levels
- Taught Parenting and Childhood Development
- Interviewed clients for case intake
- Work together with different programs within county and community
- Communicates with persons outside the organization, representing the organization to clients, the public and government, and other external sources.
- Provided information and referrals when needed to the clients of Broward County
- Worked in the community with families, providers, and agencies for service delivery to children and pregnant women, Assisted with document production and preparation
- Guardian Ad Litem: Court appointed investigator into solutions that are in the best interest of children who are not able to represent themselves in Broward County
- Monitored client's performance in activities that help children's development.
- Applied knowledge of public health systems as well as, professional and interpersonal skills to interact with clients and health care professionals
- Counseling and referral services provided

May 1994 – June 2005, American Association of State Colleges and Universities (AASCU), Washington, D.C.

Executive Secretary

- Gathered information and drafted research papers
- Expedited workflow, data- set-up and wrote RFP reports for conference data, and coordinated the location of meetings with conference site personnel
- Managed required data files and personal files of member universities
- Composed letters and memoranda
- Interacted with architects, engineers and state and county offices for the building of a new office
- Assist with meetings and consultation at Hotels for RFP's. Visit and evaluate the functionality for the needs of the up-coming conferences throughout the US.
- Review and managed program budgets for the ten associations within the building for community giving
- Collect data for the development of the company Directory of the 435 member university presidents associated with the organization throughout the U.S.

EDUCATION:

- Broward College, Associate of Science in Legal Assisting, an American Bar Association-approved program, G.P.A. 3.71 – High Honors
- Jacksonville Theology Seminary, Masters in Theology, G.P.A. 4.00 – Highest Honors
- Jacksonville Theology Seminary, Doctorate in Theology, G>P>A> 4:00 – Highest Honors
- Towson University, B.S. in Sociology, G.P.A. 4.0, Phi Beta Kappa – Honors Society
- Howard Community College, A.A. in Business Administration, G.P.A. 3.5

MILITARY SERVICE

U.S. Army /Army Reserves, National Guards

Fourteen years, Army Medic, Engineer Instructor, Army Recruiter, Payroll/Human Resources

This early period of my career taught me to excel in a disciplined, but rapidly changing environment. I found I enjoyed coordinating complex tasks, especially in an environment with very limited resources. The excellent leaders around me taught me to plan and quickly bring an assignment from an ambiguous goal to a successful completion. To accomplish our mission my role would frequently evolve from working independently in a remote and foreign environment, working within and leading small teams in a medical field setting, and in an office, to leading large unfamiliar teams working on high priority tasks.

MAJOR AWARDS

Provisional State of Florida Case Management

Florida Registered and Certified Real Estate Agent

Florida Notary – Registered and Certified Bonded in the State

Certified Field Intern Supervisor – Florida Atlantic University

Department of Agriculture, Certificate, Digital Communications

Lambda Epsilon Chi – Legal and Paralegal Honors

Phi Theta Kappa – Academic Honors

References as requested