

APPLICATION FOR APPOINTMENT – Martin County Parks and Recreation Advisory Board – Please Print

Type of Member: At-large member who must be a Martin County resident and shall not be employed by the County nor be related to a County employee or have a business relationship with Parks and Recreation vendors.

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

RECEIVED

By Donna Gordon at 7:44 am, Jul 25, 2022

Name: Jessica Levy

Residence Address: 1074 SW Lighthouse Drive Palm City 34990
Street/City/Zip Code

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

Commission District in which you reside: 5 ^{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: 713-8610 alternate: _____ alternate: _____
-Area Codes are considered 772 unless you note otherwise.

EMAIL: jml Levy1129@gmail.com / jessica@fireflyforyou.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

→ CONTINUED →

Education: University of Florida

Bachelor of Science in Public Relations

Employment Experience: See resume.

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

raised in Martin County, K-12. As a young, active member of the community, I think it'd be a great fit.

Community Experience and Affiliations: See resume.

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

United Way of MC, Citizens Review Panel

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:

Stacy Banieri, 260-5483, stacy@fireflyforyou.com
Ed Ciampi, 221-1357, eciampi@martin.fl.us

- 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: Jessica Levy

Date: 7/22/22

Applications must be filed with Martin County Administration, 2401 SE Monterey Road, Stuart, Florida 34996 by **Friday, July 22, 2022**. All information submitted becomes public record. If you have any questions, please call (772) 221-1352 or send email to dgordon@martin.fl.us.

JESSICA LEVY

JMLEVY1129@GMAIL.COM • (772) 713-8610 • Palm City, FL 34990

EDUCATION

UNIVERSITY OF FLORIDA, College of Journalism and Communications
Bachelor of Science in Public Relations

Gainesville, FL
May 2021

PROFESSIONAL EXPERIENCE

The Firefly Group,

Palm City, FL

Account Executive/Marketing Coordinator

August 2021-Current

A comprehensive communications and marketing firm that delights in sparking ideas, igniting creativity, and enlightening the marketplace on behalf of clients.

- Manage office and client administrative and logistical services by organizing events, facilitating community outreach and maintaining web-based services
- Curate social media posts, press releases and digital marketing campaigns to strategically deliver brand messages, improve reputation and enhance customer awareness
- Calculate monthly Google Analytics' (GA4) reports clients to track social media traffic and identify trends and patterns in how visitors engage with each website
- Design collateral materials and communicate with local businesses promptly and efficiently to strategically brand, advertise and promote clients and their projects
- Arrange and compute data using Excel to improve the organization of records for important client information

South Florida Shooting Club,

Palm City, FL

Facility & Public Relations Coordinator

May 2020-January 2021

- Organized and oversaw local, regional and national shooting events by soliciting client interest and accommodating the needs of over 500 members and attendees
- Handled customer relations by building rapport, formalizing safety protocols and gifting monthly rewards to members
- Enhanced my storytelling abilities by maintaining social media pages, in addition to writing and disseminating press releases for pre- and post-events

Entercom Communications,

Gainesville, FL

Promotions Assistant

September 2019-March 2020

- Promoted the second largest radio broadcaster's radio stations, marketing solutions and digital platforms at local concerts, brand openings and community events by engaging with over 500 people per event
- Acquired 100 people per event to sign up for the KTK club, an email subscription connecting consumers with brands, national news and events
- Supervised the promotional booth at local community events by setting up tents with KTK signup sheets and merchandise to increase brand awareness and outreach

Boss Certified Realtime Reporting,

Remote

Scopist

June 2019-August 2021

- Coordinated with the Scheduling Manager to transcribe audio tapes from legal proceedings such as court hearings, 911 calls and interviews into accurate and legible documentation
- Streamlined efficiency in the agency's communication channels by completing audios in a timely manner under limited time constraints
- Improved personal listening comprehension and typing skills and increased the words per minute typed from 30 to 60 WPM since the first day performing the job

LEADERSHIP & INVOLVEMENT

Keep Martin Beautiful

Palm City, FL

Program Coordinator

August 2021-Current

- Coordinate cleanup events including the annual *International Coastal Cleanup* and *Great American Cleanup* that cultivate hundreds of volunteer participation and promote litter prevention throughout the community
- Manage the intake of over 130 volunteers for the Adopt-A-Road/Street/Beach program where businesses, civic and school groups, places of worship, families and individuals can adopt a section of county-maintained roads to reduce litter
- Enhance and administer the social media accounts through content curation, event promotion and volunteer calls to action

TECHNICAL SKILLS, AFFILIATIONS & VOLUNTEER WORK

Technical Skills: Canva; WordPress; Adobe: Photoshop, Illustrator, InDesign, Premier; Microsoft: Excel, PowerPoint, Word

Affiliations: UF Women's Club Soccer, Pi Beta Phi Fraternity

Volunteer: Keep Martin Beautiful, House of Hope, Martin County Healthy Start Coalition, UF Special Olympics

Honors & Awards: Pi Beta Phi Foundation Scholarship, The Clementine Zacke Foundation Scholarship