



APPLICATION FOR APPOINTMENT COUNTY BOARDS, COMMITTEES, TASK FORCES

◆ **PLEASE PRINT** ◆

INDUSTRIAL DEVELOPMENT AUTHORITY

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

Name: Christina Flores

RECEIVED

By dgordon at 12:09 pm, Jul 25, 2018

Residence Address: 1884 NE 24th Street, Jensen Beach, FL 34957

Street - City - Zip Code

Mailing Address: None

(if different)

Street - City - Zip Code

Commission District in which you reside: 1 1^{dg} Staff will complete.

✓ Are you a registered voter in Martin County? ☒ Yes ☐ No

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

Telephone numbers: daytime: 772-607-4823 alternate: _____ alternate: _____
Area Codes are considered 772 unless you note otherwise.

EMAIL: CSFlores5@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 OFFENSE | DATE | PLACE (City, State) | SENTENCE OR FINE |
|-----------------|------|---------------------|------------------|
| | | | |
| | | | |

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: Please see resume.

→ CONTINUED →

Employment Experience: Please see resume.

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

Community Experience and Affiliations: _____

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 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:

Ella Gilbert - EGilbert@cityofpsl.com - Deputy City Attorney for City of PSL

Michelle Green - MLeeGreen1@gmail.com - Personal Reference

- 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: 7-26-18

Applications must be filed with Martin County Administration, 2401 SE Monterey Road, Stuart, Florida 34996 **by Friday, August 17**, 2018. All information submitted becomes public record. If you have any questions, please call (772) 221-1352 or send email to dgordon@martin.fl.us.

Christina Flores

1884 NE 24th Street,
Jensen Beach, FL 34957

(772) 607-4823
csflores5@gmail.com

» Skills of Qualifications

Highly responsible, results-oriented, hands-on professional, and specialized administrative professional, with a concentration in confidential and complex duties. Works well under pressure and handles stress effectively. Fully compliant and knowledge with Federal laws, local codes and ordinances, and Florida State and Sunshine Laws.

Major strengths include strong leadership, excellent communication skills, technical competency, strong team player, attention to detail, dutiful respect for compliance in all regulated environments, as well as supervisory skills including hiring, termination, scheduling, training, payroll, and other administrative tasks.

» Related Work Experience

City of Port St. Lucie, Port St. Lucie, Florida

Executive Assistant to Mayor and City Council, 2015 – present

- Acts as liaison between City Council and City Manager; Department Directors; County, State, and Federal Officials; representatives of the media; the public and City employees.
- Manages constituent services, such as but not limited to, answering questions and concerns from constituents, verbal and written communications with constituents, and serving as a liaison for constituents with Federal, State, and local agencies.
- Continually screens active cases and acts as liaison with constituents to ensure that their cases are handled in a responsive manner.
- Prepares routine and non-routine documentation for Council members to be distributed internally and externally.
- Acts as a liaison to local, state and federal officials; local stakeholders; non-profit groups; and others to form effective relationships.
- Handles sensitive data and a high degree of accountability and matters of a confidential nature, as well as, routine and non-routine, high-profile administrative support duties performed as dictated by the City Council.
- Exercises judgement concerning assigned duties requiring the ability to function independently.
- Conducts extensive research and reviews topics of interest brought forward by the City Council.

St. Lucie Clerk of the Circuit Court, Fort Pierce, Florida

Executive Assistant to Administration, 2012 – 2014

- Worked directly under the Chief Administration Officer as well as work for the Human Resources Director, Staff Attorney, Communications Manager and Clerk of the Circuit Court.
- Attended meetings on behalf of Administration, and acted as a liaison between Administration and Departments, public and local agencies.
- Provided high-level administrative support in preparation of meeting minutes, reports, memos, letters, and statements and other documents, using word processing, spreadsheet, database, or presentation software.
- Assists in the planning of office public relations campaigns, including strategies and tactics to increase the office's visibility and enhance its internal and external perception.

Best Buy, Stuart, Florida

Sales and Supervisor, 2004 –2012

- Supervised various departments such as: Operations, Digital Imaging, Mobile Electronics and Wireless.
- Maintained cash office and administrative paperwork for store.
- Handled customer concerns and issues.
- Accountable for payroll, labor and budgeting within the store.
- Coached and trained employees on behaviors, processes and strategies.

» Education

Florida Atlantic University, Boca Raton, Florida

Bachelor of Arts, Political Science, May 2012

Indian River Community College, Ft Pierce Florida

Associate of Science, Legal Assisting, June 2002