

APPLICATION FOR APPOINTMENT – Martin County Construction Industry Licensing Board – Please Print

Type of Member: Contractor Consumer

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

RECEIVED

By Donna Gordon at 1:16 pm, May 12, 2026

Name: Lupita Manuel

Residence Address: 114 11 SE Federal Hwy lot 88 Hobe Sound,
FL 33455 Street/City/Zip Code

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

Commission District in which you reside: 3^{dg} Staff will complete.

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

Telephone numbers: daytime: 772 758-3606 alternate: _____ alternate: _____
Area Codes are considered 772 unless you note otherwise.

EMAIL: lupitam13@yahoo.com

Are you a Martin County registered voter? yes no

All **Contractor** members shall have been actively operating in the construction industry in Martin County for at least three consecutive years as a County-licensed or State-certified contractor.

Please check which applies:

- | | |
|---|--|
| <input type="checkbox"/> general, building, or residential contractor | <input type="checkbox"/> electrical contractor |
| <input type="checkbox"/> plumbing contractor | <input type="checkbox"/> HARV contractor |
| <input type="checkbox"/> registered architect or registered engineer | |

Any disciplinary actions? _____ If yes, please explain: _____

No member shall hold elective public office or be a public employee or a public official, except in his or her capacity as a member of such board.

If applying for a **Consumer** position, have you ever been a contractor or a member of any profession regulated by the Board or a member of any closely related profession? yes no

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: Posses. of cannabis 20g or less

DATES: 07/2018 - 07/2019

PLACES (city/state): Stuart, FL

SENTENCES OR FINES: Case # 18002428 MMAXMX

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: H.S Diploma (South Fork High)
A.S in Human Services (IRSC)

Employment Experience: Currently employed by The
Council on Aging of Martin County.
Manager of Hobe Sound meal site for our seniors.

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

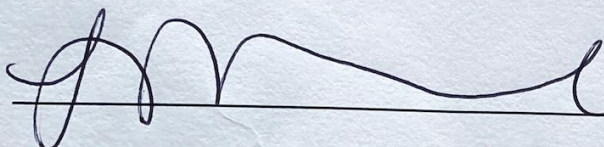
Do you or any member of your immediate family work for Martin County or do you or a company that you are an officer or employee of have an existing contract with Martin County? no yes If yes, please explain: _____

REFERENCES: Please list two references:

DORCAS Felix 985-8463 ⁷⁷³

Jennifer Andres 634-9834 ⁷⁷²

- 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: 

Date: _____

Applications must be filed with Martin County Administration, 2401 SE Monterey Road, Stuart, Florida 34996 **by Friday, April 17**, 2026. All information submitted becomes public record. If you have any questions, please call (772) 221-1352 or send email to dgordon@martin.fl.us.

Lupita Manuel

Hobe Sound, FL 33455 | +1 772 758 3606 | lupita_manuel13@yahoo.com

Professional Summary

Highly motivated individual. Valid driver's license.

Looking to grow in a business or company.

Work Experience

Meal Site Manager

Council on Aging of Martin County | Hobe Sound, FL

November 2023 to Present

Oversee meal site/activity events.

Work with senior citizens

Teller

Saw Palmetto of South Florida | Indiantown, FL

July 2021 to Present

Seasonal

Buying saw palmettos (serenoa repens)

Cash handling

Use of state certified weights

Forklift use

Internship

Council on aging for Martin County - The Kane Center | Stuart, FL

Interning at the Kane Center, shadowing Case Managers, intake and interviewing

Retail Sales Associate

Treasure coast wireless/ Metro by Tmobile | Stuart, FL

August 2017 to March 2024

Sales

Samsung

Apple

Tech support

Cashier/ Deli

Winn Dixie | Hobe Sound, FL

February 2021 to June 2021

Insurance Agent

IORELLA INSURANCE AGENCY | Stuart, FL

October 2018 to January 2019

Sold health insurance during Open Enrollment.

215 licence

Call center environment

Education

Human Services (Associate in Science (AS))

Indian River State College | Stuart, FL

August 2021 to Present

High school or equivalent

South Fork High School

Skills

Excel POS Retail Sales Sales Microsoft Office Retail Bilingual Customer Service Upselling
Schedule Appointments Cashiering Word Technology sales Microsoft Word Communication
skills Technical Support Cash Handling Sales Management

Languages

Spanish - Intermediate

Certifications and Licenses

Real Estate License

August 2024 to March 2026

Groups

Phi Theta Kappa

January 2022 to Present

The Nu Iota Chapter of the Phi Theta Kappa National Scholastic Fraternity promotes scholarship, encourages the development of character and cultivates fellowship among students.

Additional Information

Authorized to work in the US for any employer



Frank Jackson
Council on Aging of Martin County
900 SE Salerno Road
Stuart, FL 34997
05/07/2026

Dear Martin County Commission Board:

Lupita Manuel has been an exceptional employee and a wonderful person to work with these past two and a half years. She has helped successfully develop our Hobe Sound Senior Congregate Meal Site. The site started with only a few participants engaging in our daily lunch and activity programs but through Lupita's leadership it has grown to have around forty-five participants daily. Lupita has helped hundreds of clients all over Martin County get connected to Council on Aging and other community-based services through her outreach efforts. In the short time she has been with our company she made such a big impact. The Council on Aging considers themselves very fortunate to have a very talented and positive person that is a great representative and ambassador for our company. Lupita is also an amazing advocate for all the clients she serves. Lupita is a hardworking, caring, and extremely passionate individual who values the work she does. I personally feel Lupita would be a great addition to any team.

Sincerely,

Frank Jackson

Frank Jackson
Meal Services Manager
Your Hub for Senior Resources
900 SE Salerno Road
Stuart, FL 34997
I **office** 772.834.4236 | **fax** 772.678.6066 | **email** fjackson@coamartin.org