



# CITY OF FORT PIERCE

100 NORTH US HWY 1  
FORT PIERCE, FLORIDA 34950  
(772) 467-3065 fax (772) 467-3841

RECEIVED

MAY 09 2019

HUMAN RESOURCES  
CITY OF FORT PIERCE

## APPLICATION FOR APPOINTMENT/REAPPOINTMENT

Name of Board or Boards for which you are applying: \_\_\_\_\_

Name: <u>DONNA L. COE</u>	Phone: <u>772.323.5243</u>
Home Address: <u>7205 OCALA AVE</u> City/Zip Code: <u>FORT PIERCE, FL 34951</u>	How long at this address? <u>5 1/2 years</u>
Are you a citizen of the United States? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Occupation: <u>BRANCH MANAGER</u>	
Do you own a business that operates within the City of Fort Pierce? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, list the address and nature of said business: <u>7205 OCALA AVE DEE FCEE'S TRUCKING, LLC</u> <u>FORT PIERCE, FL 34951 HAUL FREIGHT THROUGHOUT</u> <u>STATE OF FL</u>	
Do you now or in the future plan to do business with the City of Fort Pierce? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, in what capacity?	
Are you employed by a business that is located within the City of Fort Pierce? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, state the business and location: <u>PNC BANK</u> <u>500 VIRGINIA AVE</u> <u>FORT PIERCE FL 34982</u>	
Do you have special training or knowledge in the area of: Architecture: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    Engineering: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    Real Estate Brokering: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Contracting: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    Land Development: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    Other: Describe your education, background, training and knowledge – (feel free to attach a resume): <u>M.S. in Human Resource Development &amp; Administration</u> <u>B.S. in Professional Administration</u>	
Are you currently a member of a Commission-appointed board/committee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please specify:	
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, what was the nature of the crime(s) you were convicted of:	
Referred by: <u>SERITA REEVES</u>	Applicant Email Address: <u>dcoeco@att.net</u>
Date: <u>5/9/19</u>	Applicant's Signature:

APPLICATIONS EXPIRE 6 MONTHS FROM THE DATE OF SUBMISSION. PLEASE REAPPLY AS OFTEN AS DESIRED.

Please return form to: City Clerk's Office – 100 North US Hwy 1, Fort Pierce, Florida 34950

fax (772) 467-3841 or via email at lcox@city-ftpierce.com

# DONNA L. COE

7205 Ocala Avenue  
Fort Pierce, FL 34951  
Phone: (772)323-5243  
Email: deecoe@att.net

## OBJECTIVE

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To secure a position that will enable me to maintain and enhance production while developing strong manpower, identifying talent, and deploying professional development programs in order to achieve organizational goals and fulfill employees' needs through efficient and effective training.

## QUALIFICATIONS

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- Articulate and remarkable communicator with the ability to work well with others while maintaining extremely professional manner in all business environments.
- Capable of administering multiple projects at once with a strict adherence to time.
- Skilled problem solver by applying creative approach and resourcefulness to maintain smooth flow in a fast pace environment.
- Knowledgeable and proficient in creating various types of reports in Microsoft Word, Excel, Power Point, and Access.
- Valuable motivator to personnel in need of personal and professional growth to better performance within an organization.
- Strong operational management skill with a great team building character.
- Competent of supervising and coaching diverse group of individuals in effective atmosphere while maintaining patience to understand and satisfy the needs of consumers in today's market.

## EDUCATION & LICENSING

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- 2006 Master of Science in Human Resource Development & Administration, Barry University  
2003 Bachelor of Science in Professional Administration, Barry University
- Indian River State College Teaching Certificate in Human Resources
  - Public Notary, State of Florida

## EMPLOYMENT

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- 11/2000 – present      **Branch Manager;** PNC Bank, Ft. Pierce, FL
- Supervise, audit, and coach team of 10 employees
  - Conduct performance and developmental monthly one-on-one coaching sessions
  - Resolve client service issues.
  - Network with community leaders to advance prospective sales opportunities
  - Monitor and increase branch profitability by expanding client and prospect relationships through effective profiling, cold calls, and outreach initiatives.
  - Interview, hire, and recruit diverse talent for positions of customer service representatives, teller supervisor, consumer bankers, licensed financial consultants, and assistant managers.
  - Community promoter by creation of acquisition events and facilitation of financial literacy workshops
- 07/1998 – 11/2000      **Assistant Sales Manager;** Service Merchandise, Jensen Beach, FL
- Supervise, train, and evaluate diverse group of 53 employees
  - Motivate higher sales performance by 3% monthly increase through weekly sale meetings, team task, contests and time off incentives.
  - Recruit, interview and hire diverse candidates through job fairs, table stands advertisements and store walk-ins for employment with the jewelry and home goods departments
  - Generate weekly 40-hour work schedules for non-exempt employees
  - Encourage sales and resolve customer service issues
  - Inventory stock and arrange floor displays.