



# CITY OF FORT PIERCE

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

## APPLICATION FOR APPOINTMENT/REAPPOINTMENT

Sunrise Theatre Advisory Board

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

Name: Katherine Calderon	Phone: 954-203-9299
Home Address: 6030 Indrio Rd, # 3 Fort Pierce, FL 34951 City/Zip Code:	How long at this address? approx. 2 years
Are you a citizen of the United States?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Occupation: Switchboard Operator at Fort Pierce City Hall	
Do you own a business that operates within the City of Fort Pierce? If yes, list the address and nature of said business:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Do you now or in the future plan to do business with the City of Fort Pierce? If yes, in what capacity? I would definitely like to and I have a few ideas but I do not have anything set in stone just yet.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are you employed by a business that is located within the City of Fort Pierce? If yes, state the business and location: Fort Pierce City Hall	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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): No, but I am willing to expand my knowledge in these fields, if available or necessary.	
Are you currently a member of a Commission-appointed board/committee? If yes, please specify:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you ever been convicted of a felony? If yes, what was the nature of the crime(s) you were convicted of:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Referred by:	Applicant Email Address: kcalderon@cityoffortpierce.com
Date: 10/12/2020	Applicant's Signature <i>Katherine Caldera</i>

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@cityoffortpierce.com

# KATHERINE CALDERON

6030 INDRIO RD, #3 FORT PIERCE, FL 34951

PHONE (954)203-9299

[KCALDERON723@GMAIL.COM](mailto:KCALDERON723@GMAIL.COM)

## PROFESSIONAL SUMMARY

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Offering over 7 years experience as a Theater Thespian. Charged with overall interpretation and adaptation of the presentation in a manner allowing for broad based appeal while maintaining the artistic integrity of the original vision. Specific theatrical responsibilities included:

- Perfecting blueprints and artistic impression on paper prior to incorporation of the artistic vision into the final set.
- Wardrobe, including design and makeup. Recognition of the importance of detail in make-up and accessorizing to fully bring characters to life.
- Interpreting the mood and style of the production, recognizing all underlying points of the characters and story, distinguishing realistic from nonrealistic theatre,
- Designing set and scenery to breathe life into the environment for the performers and the audience.
- Mapping out scenes to ensure proper presentataion and flow in the performance.
- Supervision of construction of sets, adding color to scenery for detail and personality.
- Application and adaptation of lighting techniques to expose emotion or mood.
- Use of various styles and tempos of music in order to affect the mood of a scene.
- Identifying the best way to advertise and publicize the event by knowing the demographics of your intended audience. Adaptation of the theme of the production in order to target that audience.

General business skills and responsibilities:

- Application of creative art, and technical theatre experience to maximize the impact of presentations.
- Embrace change and thrive in fluid environments.
- Attention to detail in high pressure environments.
- Unwavering in dedication to the task at hand.
- Excellent interpersonal skills in dealing with both internal and external customers.
- Promotion and management of special events.
- Recruiting, interviewing, and training team members as well as new starts and recruits.
- Management of team production, scheduling meetings and daily agendas.
- Ability to work with multiple electronic platforms.

## EXPERIENCE

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### **City of Fort Pierce – Switchboard Operator – Fort Pierce, Florida (02/2019 – Current)**

- Proper routing of all incoming calls for the City of Fort Pierce
- Assist all incoming and outgoing visitors with checking in/out using the Receptionist system
- Ensure all visitors are directed to proper department or conference room
- Keep track of all meetings and current events within the City to better assist customers by phone
- Drafting office correspondence, memos, letters
- Manage and update Standard Operating Procedures
- Review and amend union contracts
- Create and manage budget and allocation spreadsheets, employee information spreadsheets, personnel action form spreadsheets
- Train and oversee interns with the Summer Success Internship Program

**City of Fort Pierce – Risk Management Assistant – Fort Pierce, Florida (10/2018 – 02/2019)**

- Submittal of all vehicle deletions and additions.
- Keep track and organize all lawsuits.
- Keep track and organize all workers compensation files.
- Keep track of all actions regarding insurances on a spreadsheet.
- Assist with the FEMA projects, organize all data onto a spreadsheet.
- Sending or receiving all correspondences and assuring data is saved properly.

**City of Fort Pierce/ Public Works – Office Assistant – Fort Pierce, Florida (03/2018 – 09/2018) (Temp)**

- Answer phone calls and log in all incoming correspondence
- Set up consultations with companies to resolve pending work orders
- Negotiate bidding per city procedures
- Manage and close work orders in the work order system
- Pay and keep record of all outstanding invoices
- Manage and keep record of payroll, obtain signatures and receipt by deadline, save in file
- Keep all necessary supplies, chemicals, cleaning and painting materials to complete every day procedures in stock and record of all inventory transactions

**Duboff Law Firm – Legal Assistant – North Miami Beach, Florida (01/2018-02/2018) (Temp)**

- Keep current docket record of all assigned discovery for property damage cases (breaches of contracts and dec actions)
- Prioritize all discovery deadlines, trial deadlines, arbitration or mediation deadlines for all assigned cases
- Keep record of all responsive discovery documents, follow up and obtain what is required
- Draft and mail out initial discovery letters to clients
- Schedule and calendar all client meetings
- Obtain notarized jurat pages
- Draft any and all Motions for Extensions of Time to Complaints and/or Requests for Discovery
- Draft any and all Responses to Requests for Production, Requests for Admissions, Interrogatories

**Zerbersky & Payne, P.A. – Receptionist/Legal Secretary – Fort Lauderdale, Florida (11/2017-12/2017) (Temp)**

- Integrate all incoming files for new attorneys
- Answer phone calls
- Review of incoming emails and respond accordingly per procedure

**EDS/Hertz – Shuttler/ Driver – Fort Lauderdale, Florida (04/2017-05/2017)**

- Drive clean car rentals to their appropriate parking spaces or designated areas, assure the car is left ready for customers to rent (A/C and radio off, keys left inside, all windows up)
- Keep record of all cars being parked and where
- Drive used car rentals for wash and vacuum

**Landau & Associates, P.A. – Legal Assistant – Plantation, Florida (09/2016-04/2017)**

- Responsible for the initiation of Personal Injury Protection (PIP) lawsuits

- Reviewing demand responses from insurance companies and letters, obtaining all accurate information to construct the appropriate templates and forms
- Drafting complaints with specific designated forms and templates in accordance with clients or insurance companies
- Keeping track of all case initiation: drafting, e-filing, case number, ordering checks, subpoena, return of service, updating electronic files
- Drafting and sending out engagement letters to new clients, as well as receiving and following new client procedures like assuring that we have received the client's consent and full payment.
- Responsible for all outgoing correspondence and properly notating file and saving a copy in file.

**Malka & Kravitz, P.A. – Legal Assistant – Plantation, Florida (04/2016-06/2016)**

- Calendar events, deadlines and reminders necessary for all incoming and outgoing documents of the assigned cases with the correct procedure descriptions utilizing the program of Microsoft Outlook and assuring that attorney is well prepared for all upcoming events and appearances.
- Keeping track of all case deadlines, event dates, requesting checks for reimbursements and invoices, following up on the receipt of correspondence and payments, records requests, court-related events and invoices of all assigned attorneys.
- Drafting and sending out engagement letters to new clients, as well as receiving and following new client procedures like assuring that we have received the client's consent and full payment.
- Responsible for all outgoing correspondence and properly notating file and saving a copy in file.

**Cole, Scott & Kissane, P.A. – PIP Legal Assistant – Plantation, Florida (08/2015-03/2016)**

- Submitted calculated budgets for all cases of the assigned attorneys through the Legal Exchange Budget System online to accounting for approval based off the case phase report on a daily basis while working with those of higher priority and deadlines first.
- Posted all billing necessary for all incoming and outgoing documents of the assigned attorneys with the correct billing codes, quantity and procedure descriptions in the formats required.
- Responsible for uploading, saving and applying deadlines and event dates to all physical and electronic mail and incoming documents. Accurately following up on tasks to be followed upon receipt or within deadlines.
- Responsible for uploading, saving, and applying deadlines and event dates of all physical and electronic outgoing documents through physical mailing, e-mails using the program of Microsoft Outlook, utilizing the Florida e-Filing Portal, and other websites used for electronic submissions of documents.
- Responsible for following up and keeping track of all of the new or transferred incoming, resolved, closed and transferred out cases on a Windows Excel Spreadsheet for the assigned attorneys, along with setting up cases electronically in the system, managing all deadlines and event dates that applied to the case using Microsoft Outlook and case management program "ATO".
- Responsible for keeping track of all case deadlines, event dates, requesting checks for reimbursements, records requests, court-related events and invoices of all assigned attorneys.
- Responsible for keeping track of attorneys calendars, and scheduling and assuring coverage with all parties for hearings, depositions, pre-mediation conferences, mediations, arbitrations, calendar calls, trials, roundtable conferences, conference calls, and any other work-related events with clients, court reports, mediators, and judicial assistants, both telephonically and via the courts online scheduling systems for various counties in the State of Florida.

**Farmers Insurance Company – PIP Trial Secretary II –Plantation, Florida (03/2013-07/2015)**

- Scheduled hearings, pre-deposition meetings with our clients, depositions, pre-mediation

conferences, mediations, arbitrations, calendar calls, trials, roundtable conferences, conference calls, and any other work-related events with clients, court reporters, mediators, and judicial assistants, both telephonically and via the courts' online scheduling systems for various counties in the State of Florida.

- Completed tasks set by attorneys preparing for numerous evidentiary hearings and jury trials.
- Created physical files, supplied with all the proper legal documents for the attorneys to review their cases to prepare for depositions, hearings, arbitrations, mediations, and trials.
- Created electronic files, supplied with all documentation related to the case. Organized and created different files within the case, such as pleadings, discovery, emails, general notes, client correspondence and appearances with proper labeling, ensuring all deadlines were calendared.
- Processed and uploaded electronic and physical mail into the correct case, distributed mail to proper parties, and assigned deadlines and events related to incoming mail.
- Communicated with process servers and private investigators in locating various individuals.
- Closed physical and electronic files with the appropriate documentation regarding settlement negotiations and properly disposed of the physical file, recording all closed and resolved files with settlement details.
- Drafted and e-filed various pleadings and correspondence needed by the attorney, such as motions, orders, waivers, notices, responses to discovery, and requests for discovery.
- Prepared and forwarded invoices with the accurate ordering information and signatures to our clients in the billing department for prompt payment.

**Farmers Insurance Company – PIP Claims Rep/Tech – Davie, Florida (04/2012-03/2013)**

- As a No-Fault Insurance PIP representative, reviewed PIP files, evaluated payments issued, and assisted in determining potential litigation exposure.
- Determined proper coding and application of fee schedules according to the Florida No-Fault Statute (Personal Injury Protection insurance).
- Utilized several computer systems based upon the database of the underlying carrier.
- Assigned litigation files to in-house and outside counsel.
- Created detailed transmittals for assignment of cases to counsel.
- Audited claims and data spreadsheets used in settlement negotiations.
- Assisted in addressing Medicare set-aside and payment issues.

**Ultra Marketing Company – Team Leader/Supervisor – Pembroke Pines, Fl (09/2011-03/2012)**

- Direct sales to Walmart, Bestbuy, and Sam's Club.
- Interviewed and trained new employees.
- Managed team production, scheduled meetings, and prepared daily agendas.
- Recruited, interviewed, and trained team members as well as new hires and recruits.

**Macy's in The Falls - Customer Service/ Inventory – Miami, Fl (07/2011-09/2011)**

- Maintained positive customer relations when satisfaction issues arose.
- Handled inventory control and presentation.

**QUALIFICATIONS**

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- Member of the International Thespian Society
- Fluent in Spanish; written and verbal
- 75 wpm typing
- Microsoft Office Excel
- Microsoft Office Powerpoint
- Microsoft Office Word
- Microsoft Office Publisher
- Lotus

**EDUCATION**

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Accredited Claims Adjuster 6-20

02/15/2013

Miami Lakes Educational Center - High School Diploma

2011

Certificate in Technical Theatre