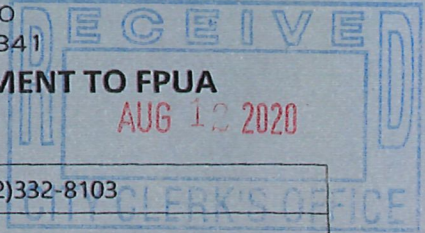




CITY OF FORT PIERCE

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



APPLICATION FOR APPOINTMENT/REAPPOINTMENT TO FPUA

(City Residency Required)

Name: Jannifer Albury Lee		Phone (772) 332-8103
Home Address: 2718 Robin Street		How long at this address? 10 years
City/Zip Code Fort Pierce, Fl 34982		
Are you a qualified elector of the City of Fort Pierce? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Occupation: Salon Owner/ Operator	Employer Name: Jan's trendsetter Salon	
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:		
145 N. US #1, Fort Pierce, Fl 34950		
Do you now or in the future plan to do business with or have a business relationship with FPUA? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe in detail outlining any businesses or matters deemed appropriate.		
For the past 18 years both my salon and home have electric services is with FPUA.		
Describe your professional background and what expertise you will bring to the FPUA Board. Feel free to attach your curriculum vitae (CV) or other applicable information.		
→		
Do you have special training or knowledge in any of the following areas:		
Utilities: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Engineering: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Contracting/Development: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Management: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Finance/Accounting: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Describe your education and background in any of the above areas: I have a Bachelor degree in Organizational Management. I have operated the salon 18 years delegating, supervising employees, managing business, financial statements and personnel management.		
Are you currently a member of a Commission-appointed board or 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:		
If appointed, are you willing to attend a training session which could last at least 5 hours? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Referred by: Commissioner Reginald Sessions		Applicant Email Address: leejannifer.jl@gmail.com
Date: August 10, 2020	Applicant's Signature <i>Jannifer Albury Lee</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@city-ftpierce.com

Jannifer Albury Lee

August 11, 2020

City of Ft. Pierce/ Application For Appointment to FPUA

Over the years, I've served on several boards while residing as a resident and local business owner. In these opportunities leadership was for both business and community services. I have served on the Indian River State College Advisory Board, Fairlawn Student Advisory Committee, St. Andrews Parent Volunteer Committee, Mt. Pleasant Choir and Pop Warner Team Mom. While serving as an active board member I was able to obtain and utilize various skills such as; Leadership, teamwork, judgement, negotiation skills, verification of documents and time management. I read the posting for a replacement board seat with interest. I have seen our city grow and make huge progress. As our city moves forward, I'd like to be apart of the positive influence that impacts our utility costs. I also we together can make a difference while we plan for the long term. I saw the opportunity and I would like to get on board.

Please see the attached resume for the position of: FPUA Board Appointment

Thank you for every consideration given to this request.

JANNIFER ALBURY LEE

leejannifer.il@gmail.com | (772) 332-8103 | 2718 Robin Street, Fort Pierce, FL 34982

SUMMARY

Quality focused management professional with over 20 years combined experience in general business operations, customer service and financial administration. Committed to continuous business success by implementing improved branding, increasing customer service standards, skill training and utilizing cost strategies to reduce expenses. The continuous training in computer software for innovative products and services.

SKILLS

- Lead teams
- Financial statements
- Personnel management
- Decision making
- Financial budgeting
- Skillful delegation
- Marketing
- Supervise employees
- Conflict management & resolution
- Communication

EXPERIENCE

05/1995 –09/2002

Special Occasions

Fort Pierce, FL

Salon Operation Manager/ Stylist

- * Facility operations - payroll, marketing, sales & UTC taxes
- * Customers service, quality care, client retention
- * Managing schedules and performance.

10/2002-present

Jan's Trendsetter salon

Fort Pierce, FL

Owner/ Operator

- * Procedures and policies of the business.
- * Banking, budgeting and other financial business
- * Scheduling and staff training in the latest trends
- * Social distancing, ensuring safety for all individuals

EDUCATION AND TRAINING

September 2019

July 2017

May 1997

October 1995

September 1989

- * Certified Loan Signing Agent
- * Mobile Notary/ National Notary Association
- * Bachelors – Organizational Management- Warner University
- * Certificate in Cosmetology – Indian River State College
- * United states Army Reserve / National Guards