



CITY OF FORT PIERCE

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

APPLICATION FOR APPOINTMENT/REAPPOINTMENT

Name of Board or Boards for which you are applying: _____

Name:	Phone:
Home Address: City/Zip Code:	How long at this address?
Are you a citizen of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Occupation:	
Do you own a business that operates within the City of Fort Pierce? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list the address and nature of said business:	
Do you now or in the future plan to do business with the City of Fort Pierce? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, in what capacity?	
Are you employed by a business that is located within the City of Fort Pierce? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state the business and location:	
Do you have special training or knowledge in the area of: Architecture: <input type="checkbox"/> Yes <input type="checkbox"/> No Engineering: <input type="checkbox"/> Yes <input type="checkbox"/> No Real Estate Brokering: <input type="checkbox"/> Yes <input type="checkbox"/> No Contracting: <input type="checkbox"/> Yes <input type="checkbox"/> No Land Development: <input type="checkbox"/> Yes <input type="checkbox"/> No Other: Describe your education, background, training and knowledge – (feel free to attach a resume):	
Are you currently a member of a Commission-appointed board/committee? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify:	
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was the nature of the crime(s) you were convicted of:	
Referred by:	Applicant Email Address:
Date:	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@cityoffortpierce.com

Michela Caple

Server/ Admin - Weekends

Fort Pierce, FL 34950

michelacaple@yahoo.com

+1 561 603 2385

Authorized to work in the US for any employer

Work Experience

Administrative Assistant

The Moorings Yacht & Country Club - Vero Beach, FL

November 2021 to Present

Administrative assistant

Server

Ocean Grill - Vero Beach, FL

February 2009 to February 2022

- Server
- Customer service

Accounting Support Specialist

Indian River State College - Fort Pierce, FL

December 2020 to December 2021

Bookkeeper

Pelican Yacht Club - Fort Pierce, FL

December 2018 to December 2019

- Accounts Receivable - process all cash and credit payments to the club, post payments to member's accounts and general ledger.
- Process Payroll for all employees of the club. Calculate hours and tips, enter data into Excel spreadsheets and payroll system. Break down payroll onto balance sheet, then post to general ledger.
- Answer phones and assist administrator, members, and other club employees in any way possible.

Bookkeeper

Ocean Grill - Vero Beach, FL

February 2017 to December 2018

- Processed credit tips, counted and balanced cash banks, and made daily cash deposit.
- Compiled data from reports to balance daily sales figures and fill in daily ledgers.
- Answered phones to take reservations and answer customer questions.

Education

Bachelor of Business Administration

Indian River State College - Fort Pierce, FL

Skills

- Business administration major with a background in customer service and bookkeeping, seeking a position with a company that will allow me utilize my skills to provide high quality customer service and to guide the day-to-day operations of an office in a business like, positive and professional manner. Collaborative team-player with excellent interpersonal skills, integrity, and strong work ethics.
- Excellent Communication
- Detail Oriented
- Time Management
- Integrity
- Accurate Typing Abilities
- Multi-Tasker
- Flexible
- Microsoft Word
- Excel
- Organized
- Problem-Solver
- Empathetic/Compassion
- Team-Player
- Accounts Receivable
- Data entry
- Computer literacy
- Front desk
- Customer service
- Accounting
- Journal Entries

Certifications and Licenses

Food Handler Certification

Assessments

Attention to detail — Highly Proficient

February 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Highly Proficient](#)

Spreadsheets with Microsoft Excel — Highly Proficient

March 2020

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: [Highly Proficient](#)

Working with MS Word documents — Highly Proficient

April 2020

Knowledge of various Microsoft Word features, functions, and techniques.

Full results: [Highly Proficient](#)

Spreadsheets with Microsoft Excel — Proficient

June 2021

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.