



CITY OF FORT PIERCE

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

APPLICATION FOR APPOINTMENT/REAPPOINTMENT

Consumer Representative Applications for Board of Examiners of Contractors

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

Name: Tina Peterson		Phone: (772)285-7100	
Home Address: 5112 Silver Oak Drive, Fort Pierce, FL 34982 City/Zip Code:		How long at this address? 4.5 years	
Are you a citizen of the United States?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Occupation: previously a Marketing/Project Development Manager for an underwater construction company			
Do you own a business that operates within the City of Fort Pierce?		<input type="checkbox"/> Yes <input checked="" 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 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, state the business and location:			
Currently unemployed, but searching for a new employment opportunity.			
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 checked="" 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):			
I have worked for various construction companies, both on land and underwater. In past years I also had my Real Estate Sales License. I have also included my resume.			
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 type="checkbox"/> No	
If yes, what was the nature of the crime(s) you were convicted of:			
N/A			
Referred by: Newsbreak Article		Applicant Email Address: 1spicey1@gmail.com	
Date: September 22, 2022	Applicant's Signature <i>Tina Peterson</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

Tina Peterson
Marketing/Project Development Manager

EDUCATION:

Florida State University 1996-1999
B.S. in Business Management
National Association of Sports Medicine 2022
Certified Personal Trainer (CPT)

SKILLS:

Microsoft Teams
Microsoft Outlook, Word, Excel, Power Point
Deltek Vision/Vantagepoint
AIA Spreadsheets
WordPress
Photoshop
InDesign
Design Space

PROFESSIONAL AFFILIATIONS:

National Notary Association 2010-present

COURSES:

Accounting Foundations, Administrative Professional Tips, Communication Foundations, Customer Retention, Customer Service Leadership, Customer Service: Problem Solving, Customer Service Skills, Developing Organizational Awareness, Diversity Legal Basics for Supervisors, Employment Law for Supervisors, Essential Human Resources, Event Planning Foundations, Fair Labor Standards Act, Family Medical Leave Act for Supervisors, Harassment Prevention, Hiring Legally, How to Conduct New Employee Orientation, How to Explain the 401k to Employees, How to Manage Time Wisely, How to Rock a Conference, Human Resources as a Business Partner, Interviewing Skills for Supervisors, Introducing Photoshop, Leading with Emotional Intelligence, Leading Without Formal Authority, Management Foundations, Managing Workforce Generations, Marketing on Facebook, Optimizing Your Work/Life Balance, Persuasive Selling, Promoting A Substance Free Workplace, Sexual Harassment, Time Management for Managers, Why Trust Matters, Workplace Harassment, Writing Customer Service Emails

Professional Profile

Mrs. Peterson has more than 30 years of experience in the business/office setting. She is highly efficient, motivated, detailed, extremely organized, and reliable. With an excellent multi-tasking ability, she is able to work under pressure and meet deadlines. A superior team player.

Experience

Underwater Engineering Services, Inc. Fort Pierce, Florida
Marketing/Project Development Manager August 2020 – Sept. 2022

Project Development: Handle all incoming calls regarding potential work for the Project Development Group, process yearly prequalification's/supplier registrations, perform daily bid checks, point of contact for bid notifications, request copies of bid specifications/plans, review initial request for bid eligibility requirements, ensure all bid requirements are met, work with Bond Company/Surety to request bid bonds, payment and performance bonds, assemble complete bid package and mail, obtain bid results, track and report all open bid/proposals to the president, receive, review and enter all contracts/subcontracts/PO's, provide Certificates of Insurance and required endorsements for projects, assist with project submittals, attend project kick-off/preconstruction meetings, prepare awarded projects for entry and turnover to Administration. Marketing: Redesign/update/maintain company website, all brochure creations/maintenance, tradeshow organization and set-up, create/maintain past Project Summaries, contact current and past customers for future business opportunities, customer satisfaction surveys, create/order company business cards, develop and maintain employee resumes. Initiate company licensing and renewals. Organize yearly Holiday Party for employees/clients.

Project Administrator/HR Representative Sept. 2008 – August 2020

Assist the Vice Presidents of Commercial and Engineering Divisions and 10+ Project Managers. Project Development: process yearly prequalification's/supplier registrations. Perform daily bid checks, point of contact for bid notifications, request copies of bid specifications/plans, review initial request for bid eligibility requirements, ensure all bid requirements are met, work with Bond Company to request/obtain bid bond/performance bond, assemble complete bid package and ship, obtain bid results, maintain bid log and bids lost database. Initialize contract/subcontract/Purchase Order signing, request Certificate of Insurance for projects, attend project

kick-off meetings, create project number and enter all proposals and awards, maintain job files and electronic database, and submit notice to owner requests. Create/maintain project past performances for completed jobs. Track all projects and close out when finished. Assist with security clearances/badging for nuclear project sites. Human Resources: Company point of contact. Process new hire/re-hire employee applications and drug screens. Process employee changes. Maintain employee files. Assist employees with company benefits. Maintain active/inactive diver certifications files/log. Schedule training (NACE, Stormwater, M.O.T.). Travel arrangements for personnel when needed. Marketing: Assist with company website. Tradeshow set-up and organization. Develop and maintain employee resumes. Organize yearly Holiday Party for employees/clients. Accounting: Invoice clients. Assist in monthly project

budgeting "Earned Not Billed." Code accounts payable invoices to prepare for payment. Accounts receivable collections for past due accounts. Prepare Certified Payroll/Prevailing Wage. Collect and reconcile Visa/American Express receipts. Timesheet entry. Review/enter expense reports. Transportation: Company Vehicle, Vessel & Trailer registrations. Yearly Heavy Equipment Taxes. Yearly Overweight Truck & Trailer Permits. Request MVR's for employee usage of company vehicles.

Berk's Landing, LLC / Outrigger Harbour Condominium's
Office Manager/Assistant Project Coordinator

Jensen Beach, Florida
November 2005 – July 2008

Report directly to the Managing Partner. Prepare monthly construction draw/spreadsheet for engineering inspector and bank for loan funding, including the use and knowledge of AIA Documents (G702 and G703 billing). Accounts receivables/payables for building construction; including deposits, bank reconciliation and payroll. Assist homeowners in choosing color selections for their condominium. Meet with vendors to choose color selections for spec condominiums. Maintain color selection files, spreadsheets and photographs. Supply architectural assistance and coordinate floor plan changes with developer and building supervisor when needed. Assist with advertising, including floor plans and brochures. Organize homeowner contracts and spreadsheets, including supplying to bank and title company. Prepare partial and final releases of lien. Maintain subcontractor certificates of insurance. Begin start-up of the condominium association, including capital contributions and quarterly dues.

Southbay Development Corporation
Asst. Office Manager/Asst. Construction Superintendent

Jensen Beach, Florida
October 2004 – October 2005

Prepare permit packages for the city to include product verifications, surveys, model plans and notice of commencements. Work with engineering company and architect when needed. Conduct bi-weekly walk throughs of homes under construction to determine status of subcontractor performance; assist Superintendent in coordinating scheduling of subcontractors; schedule subcontractors to complete warranty work; update weekly construction schedule and broadcast to subcontractors. Schedule inspections with city development office/city inspector. Prepare purchase contracts for new home buyers; assist new homebuyers in choosing color selections for home; coordinate and attend pre-closing walks throughs and closings of each home with title company. Update MLS listings; assist with advertising; and attend weekly sales meetings. Work with property management association concerning resident and common grounds issues; member of the board of directors.

ZyloMed Corporation
Branch Manager

West Palm Beach, Florida
April 2002 – May 2003

Work with owners via email or telephone to discuss daily business operations, new processes and new accounts or transcriptionists. Supervise transcriptionists (in/out of state), delegate client work amongst transcriptionists, ensure client work is completed and delivered on a timely basis; input character counts to ensure transcriptionists are paid at the correct rate. Approve transcriptionists' vacations, while providing back-up support. Convert clients' voice files to ensure proper delivery to transcriptionists. Supervise couriers to ensure proper pick-up/delivery of clients' work, record and monitor courier's hours and mileage for proper payment. Prepare and log dictation/transcription for Federal Express delivery to clients. Supervise assistant to ensure printing, faxing, and emailing of clients' work. Monitor NetOp System, Telewave Server and MT World program to ensure proper functioning. Handle all incoming telephone calls from clients and transcriptionists. Organize, manage, and save all client files. Update client and transcriptionist records when necessary. Organize office to operate efficiently, including ordering of all office supplies.

Gulfcoast Oncology Associates
Human Resource Manager/Business Manager

St. Petersburg, Florida
October 2000 – April 2002

Human Resources: review staffing needs with each department leader, recruit new employees, oversee employee benefit packages, authorize PTO/vacation time for all employees, counsel/terminate employees when needed, annual reviews for all business employees, update & distribute HR manual yearly, plan summer education series for all employees, knowledge of EEOC, FMLA, and Workers Compensation. Business Department: Oversee Patient Accounts department, oversee purchasing department, oversee IT department, oversee accounts payable, oversee accounts receivable, oversee transcription department. Public Relations: Office brochure, website, summarized physicians' resume's, employee directory, advertising (employment ads and yellow pages), and creation of quarterly newsletter (distributed to employees and patients). Transportation Services (assign usage of company vehicle, monitor mileage and maintenance). Staff Functions (Patient Appreciation Picnic, Summer Anniversary Picnic, and Holiday Party).