

Print

Application For Appointment/Reappointment - Submission #22959

Date Submitted: 9/18/2024

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

Arts and Culture Advisory Board

Name:*

Natalie Guillen Enns

Home Address:*

514 S 9th Street

City:*

Ft Pierce

State:*

FL

Zip:*

34950

How long at this address?*

2

Telephone Number*

3059051895

If less than two years, provide prior address:

Are you a citizen of the United States? *



Yes



No

Occupation: *

Paralegal

Employer:*

Linda M Kaplan , PA

Do you own a business that operates within the City of Fort Pierce?*

Yes

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 or the Fort Pierce Utilities Authority(FPUA)?*

Yes

No

If yes, in which organization and in what capacity?

Are you employed by a business that is located within the City of Fort Pierce?*

Yes

No

If yes, state the business and location:

Do you have special training or knowledge in the area of:

Engineering:*

Yes

No

Architecture:*

Yes

No

Real Estate Brokering:*

Yes

No

Finance/Accounting:

Yes

No

Contracting:*

Yes

No

Land Development:*

Yes

No

Utilities:

Yes

No

Management:*

Yes

No

Describe your professional background and what expertise you will bring to this Board. (Attach your resume or other applicable information below if desired) *

As a passionate advocate for arts and culture, I am excited to offer my skills and experience to the Fort Pierce Arts and Culture Advisory Board. My diverse background in law, community engagement, and the arts equips me to contribute meaningfully to the board's mission of fostering a vibrant cultural landscape. As a practicing artist and award-winning photographer, I have a deep appreciation for the power of creativity and expression. My work has been recognized for its artistic merit and has been featured in prestigious publications. My experience as a paralegal has honed my organizational skills, attention to detail, and ability to manage complex projects effectively. I have also developed strong communication skills, allowing me to interact effectively with individuals from diverse backgrounds. Through my volunteer work with the National Park Service, I have gained valuable experience in community outreach and engagement. I have successfully coordinated volunteer programs and interacted with visitors of all ages, fostering a welcoming and inclusive environment. I am eager to contribute my skills and knowledge to the Fort Pierce Arts and Culture Advisory Board and help shape a thriving cultural scene.

Are you currently a member of a Commission-appointed board/committee?*

Yes

No

If yes, please specify:

Have you ever been convicted of a felony?*

Yes

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 several hours?*

Yes

No

Referred by:*

Kathleen Piowaty Fredrick

Applicant Email Address:*

natalieguillen@me.com

Date:*

09/18/2024

Applicant's Signature:*

Natalie Guillen

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

For additional information, please contact the City Clerk's Office at 772.467.3065 or email lcox@cityoffortpierce.com.

Upload Resume (Optional)

NATALIE MARIE GUILLEN Resume
NMG.pdf

NATALIE GUILLEN-ENNS

Ft. Pierce, Florida 34950

305-905-1892

nataliequillen@me.com

Summary of Qualifications

- Fine Art Museum school trained with hands-on experience in art handling, artist studio management, and art exhibitions.
- 12 Years of experience as an Immigration Paralegal with a Florida Notary License
- Expert documentation and archival skills
- Adept with Microsoft and Google workspace
- Exceptional organizational and communication skills
- Fluent in English and Spanish, experienced with documentation translation
- Highly skilled researcher

Professional Experience

Linda M Kaplan, PA

Legal Assistant/Paralegal

2012 - Present

- Prepare and file Naturalization, Family, and Business-case visa applications ensuring compliance with current immigration laws and regulations.
- Maintain the organize case files and documentation using Lawlogix
- Schedule and manage client meetings and interviews
- Coordinate with clients, government agencies, and attorneys to gather necessary documentation and supporting information.
- Provide documentation translations and interpretations for clients

Evo Love (Contemporary Artist)

Assistant/Coordinator

2022 - Present

- Coordinate art show display and accompanying captions/playlist for 2022 show at location.
- Oversee gallery hanging
- Assist with art storage and cataloging
- Edit emails and communications

Everglades National Park, Shark Valley

Mobile Volunteer Patrol Coordinator (Volunteer position) 2016 - Present

- Conduct training and recruit incoming volunteers
- Send out bi-weekly blasts via CRM (HubSpot)
- Create calendars and record volunteer hours for quarterly reporting
- Administer first aid to park visitors and enact park emergency protocols as needed

United Faculty of Miami Dade College-UFMDC #Local 4253

Office Manager 2009-2012

Reported directly to the entire union board.

- Coordinated activities across all eight campuses.
- Edited and managed Collective Bargaining agreements.
- Planned and executed catering services for meetings and events.
- Assisted with grievance handling procedures.
- Managed Excel-based system to ensure accurate dues payments.
- Collaborated with deans to facilitate effective communication between the union office and the college.

Education

Bachelor of Fine Arts - Photography 2009
Corcoran School at George Washington University

YoungArts Alum 2003