

Print

Application For Appointment/Reappointment - Submission #24118

Date Submitted: 6/29/2025

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

Keep Fort Pierce Beautiful Committee

Name:*

Emily Trione

Home Address:*

207 Ave D

City:*

Fort Pierce

State:*

FL

Zip:*

34950

How long at this address?*

2 years

Telephone Number*

2019539255

If less than two years, provide prior address:

207 Ave D

Are you a citizen of the United States? *

Yes

No

Occupation: *

Front Desk Supervisor

Employer:*

Living Waters Wellness

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:

Oakland Spine and Physical Therapy

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?

Fort Pierce

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

Yes

No

If yes, state the business and location:

FL

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) *

I'm proud to call Fort Pierce home and have a real appreciation for the unique character and charm found throughout the city, from historic neighborhoods to local business areas and everything in between. My partner and I live in the Edgartown district, and he was honored with the City of Fort Pierce's Golden Hammer Award for the restoration of our home. That experience deepened my connection to the city's values and inspired me to get more involved in efforts that help preserve and uplift the community. I currently work for a locally owned chiropractic practice that serves people from all over the area. As the front desk supervisor, I oversee daily operations at both of our locations, handle scheduling, insurance, and patient communication, and help keep things running smoothly day to day. I have over a decade of experience in customer-facing roles, leadership, and team support, and I've always been someone who stays organized, communicates clearly, and finds solutions while keeping things positive and professional. While I haven't served on a city board before, I'm motivated, dependable, and eager to contribute. I care about this community and would be honored to support the work of the Keep Fort Pierce Beautiful Advisory Board. I'm ready to show up, put in the effort, and do my part to help Fort Pierce continue to grow in a way we can all be proud of.

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:*

Facebook

Applicant Email Address:*

emily.trione09@gmail.com

Date:*

06/30/2025

Applicant's Signature:*

Emily Trione

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)

Resume.pdf

Emily Trione

Fort Pierce, FL 34950

emily.trione09@gmail.com

+1 201 953 9255

Professional Summary

Dedicated and adaptable professional with extensive experience in customer service, administration, and team leadership. Quick learner with a proactive approach to problem-solving, training, and office management. Strong interpersonal skills, ensuring excellent patient and client experiences. Highly organized, detail-oriented, and committed to supporting both team success and operational efficiency.

Authorized to work in the US for any employer

Work Experience

Front Desk Supervisor

Living Waters Wellness-Fort Pierce, FL

December 2023 to Present

- Front desk supervisor for chiropractic facility with two locations. Actively working hands on with all staff (providers, receptionists, chiropractic assistant etc) and patients at desk.
- Managing a high volume of incoming calls and outgoing calls for both offices.
- All patient greeting/ processing intake, including managing visitor sign-in process and guiding patients through the office and their care. Processing over the counter collections and proper follow up appointments or calls are scheduled.
- Handles sensitive documents with confidentiality and discretion, maintaining strict adherence to privacy policies
- Assisting with administrative tasks such as filing documents, photocopying materials, email correspondence and reporting directly to office manager and owner of company.
- Training new receptionists on office procedures and protocols to ensure consistent service delivery across shifts
- Communicating effectively with patients regarding their insurance benefits, explaining any limitations or requirements
- Verifying insurance coverage for patients by contacting insurance companies and gathering necessary information while doing all standard front desk tasks.

Server

Bar Boutique-Ramsey, NJ

June 2023 to November 2023

Serving all tables (indoor & outdoor) using Toast at high end craft cocktail bar with WineMotion tastings and 3000+ bottles of wine available for tableside service and retail sale. Limited food menu of charcuterie and tapas style. Responsible for serving, hosting, retail sales, bussing, stocking, prep for cocktails, washing/shining all glassware, and assisting bartenders. Knowledge of house menu along with wine, beer and spirits. Worked weekends only (Fri-Sun) as part time until moving out of state.

Dental Coordinator

Angela Aaron DDS-Waldwick, NJ

February 2023 to November 2023

Greeting all patients. Setting up, verifying, submitting claims/predetermination and troubleshooting insurance for patients. Creating treatment plans and ensuring patient responsibility due after maximum, downgrades, etc and collecting payments upon appointment. Managing inbound phone inquiries and routes calls accordingly. Sending out cases to lab, receiving and sorting any incoming cases and mail. Standard scheduling and confirming patient appointments. System used in office is Eaglesoft. Some training on chairside assisting, mainly just periocharting with hygienist and some knowledge on instrument sterilization. Patient billing and promoting in house insurance. Began per diem and transitioned into full-time.

Hostess/Server/Bartender/Expo

Blue Moon Mexican Cafe-Wyckoff, NJ
March 2011 to November 2023

Worked full time with them for over 10 years and transitioned to part time after going into reception. I have trained and worked multiple different positions with them. I have done everything from hosting, to kitchen work, expediting, bartending/serving, off site catering, etc. I traveled to multiple new locations they opened, in and out of state, to work as a manager training new employees as well as setting up the new facilities.

Receptionist Manager & Team Leader

Oakland Spine & Physical Therapy-Oakland, NJ
May 2020 to August 2023

Managed full staff of receptionists along with all standard admin assistant and clerical tasks. Manages facility and places all supply orders for office (Chiro, PT and Acu equipment), outstanding balances to be paid, bills to be sent and refunds to be issued daily. Daily focus is one on one with patients (phones, email and in person), tracking office statics mainly on excel, scheduling appointments, managing finances and consistently training team. Develops and executes trainings. Creates staff schedules, documents new hire progression within position as well as documentation on all employees and individual meetings. Participates in weekly trainings and meetings to excel in management position and works with other managers on how to increase profit within company. Documents and records all information from meetings along with auditing times. Participates in trainings with scheduling institute on and off site, five star certified on patient phone calls.

Manager

Tito's Burritos & Wings-Ridgewood, NJ
July 2010 to March 2011

Trained at a different location to assist in opening their Ridgewood store. Manager duties included; handling employee schedules, keeping inventory and ordering, over seeing all staff, handling customer satisfaction issues, reporting daily sales, etc.

Education

Associate in Horticulture

Bergen Community College-Paramus, NJ
June 2010 to August 2011

High school or equivalent

Montclair High School-Montclair, NJ
September 2004 to June 2009

High school or equivalent

Skills

- Eaglesoft (1 year)

- Organizational Skills (10+ years)
- Point of Sales (10+ years)
- Hospitality Experience (10+ years)
- Bartending (10+ years)
- Medical Scheduling
- Serving Experience (10+ years)
- Scheduling (10+ years)
- Leadership Experience (10+ years)
- Customer Service (10+ years)
- Restaurant Experience (10+ years)
- Team Work
- Training & Development (10+ years)
- Team Management
- HIPAA
- Medical Office Experience
- Scheduling institute 5 star certified (2 years)
- Time Management (10+ years)
- Insurance Verification (4 years)
- Microsoft Excel (10+ years)
- Phone Etiquette (10+ years)
- Administrative Experience
- Management Experience (10+ years)
- Dental office experience (1 year)
- Dental receptionist (1 year)

Certifications and Licenses

Driver's License