



OFFICE OF THE CITY CLERK

5581 West Oakland Park Boulevard
Lauderhill, FL 33313
Ph: 954.730.3010 Fax: 954.730.3062
www.lauderhill-fl.gov



APPLICATION FOR BOARD APPOINTMENT/RE-APPOINTMENT

ALL applicants who would like to be considered for appointment or re-appointment as a member to a city board is required to complete this form prior to Commission approval.

PLEASE SELECT

- [X] Lauderhill Resident
[] Business Owner
[] City of Lauderhill Staff
[] Broward County Registered Voter

Please PRINT or TYPE

Name: Cassandra WRIGHT M
Home Address: 1320 NW 33 Ave, Lauderhill Zip Code 33311
Home Phone: 954.587.9587 Cell Phone: 321.557.6038
Email: theWRIGHTway1961@gmail.com

BOARD INFORMATION:

Have you served on a City Board before? [] YES [] NO
If YES, name Board: How Many Years?
Name of Board you wish to be [] Appointed [] Re-Appointed to:
Resume Attached: [] YES [] NO

If NO, briefly explain why you would like to serve on this board, and describe your qualifications, skills and abilities, you possess that would directly benefit this board:

* Community & Budget Advisory Board - Previous experience with Headstart parents Chairperson & Budgeting. Active in the Community of West Ken Lark

Attach any additional information to this form if more space is needed

Return Completed Form To:
Andrea M Anderson, MMC
5581 W. Oakland Park Blvd.,
Lauderhill, FL 33313
Email: aanderson@laudherhill-fl.gov
Fax: 954-730-3062
Phone: 954-730-3013

Cassandra Wright
Signature
Dated this 2 day of 2019, 2018

Cassandra M. Wright
1320 NW 33 Avenue
Fort Lauderdale, FL 33311
(C) 321.557.6038
Thewrightway1961@gmail.com

EDUCATION:

Florida Metropolitan University	Orlando, FL
Bachelor of Science – Healthcare Administration	5/2006
Associates Science – Medical Assisting	5/2004
Who’s Who Among College Students	5/2004
Academic Honors: President and Dean List	5/2004
Plantation High School	Plantation, FL
General Education	6/1979
First Aide & CPR	6/2017
Alzheimer’s Certification	4/2017
Medical Technician Certification	5/2017

SKILLS:

- Expert Knowledge of Microsoft Office (Word, Excel, Powerpoint, Outlook) 2003-2007
- Created and Maintained client database
- Excellent Customer Service Skills
- Business Records and Records Management
- NARA Records Training
- Medical Terminology
- Detail and Deadline Oriented
- Medisoft
- IDC9
- Eclipse Medical Software

WORK EXPERIENCE:

Brookdale Senior Living Facility Lakeland, FL 6/2018-10/2018
Resident Aide/Assistant Activities Coordinator

- Provide personal care for residents in Memory Care and Assisted Living Facility, household chores, companionship, activities and outings with residents.
- Assist as needed with feeding.
- Assist in home environment with breakfast, lunch, dinner for residents
- Follow schedule of activities as provided by the Activities Coordinator
- Provide input with Activities Director as to projects, activities and fund raisers.
- Ensure resident in a safe environment in the facility.

Adecco/Ebay

Melbourne, FL

11/2015-1/2016

Customer Service Representative/Call center

- Assist customers in finding their particular articles for purchase. Process payments
- Upsale products for Dicks Sporting Goods.
- Detail and deadline oriented.
- Work in team environment as to the preparation and cleanup of the kitchen area.

Spherion Staffing

Melbourne, FL

8/2014-6/2017

Cafeteria Worker/Server

- Assist in preparing food for service to the students.
- Detail and deadline oriented.
- Work closely with Cafeteria personnel. Work in team environment as to the preparation and cleanup of the kitchen area.

Ultimate Rose

Melbourne, FL

2/2011-2/2015

Production Floor and Customer Service

- Prepared flowers and roses for shipment to customers within various areas. Worked in various positions to make sure the orders were prepared for shipment.
- Detail and deadline oriented.
- Answered the phones, took orders and payments; provided customer service and information concerning the products on four various sites within the company.
- Seasonal and shift work.

Strong Tower Ministries

Melbourne, FL

6/2013 – 6/2015

Volunteer and community services

- Provided food and clothes to the homeless; organized and participated in feeding outreaches for the homeless and the community.
- Worked within the organization for provide mentoring, guidance and family support to members of the church and community.
- Assist in finding resources for the homeless and church members as needed.
- Produced visual presentations for the church and the community for events and information.

Catholic Charities

Melbourne, FL

9/2012- 3/2013

Intern, Adoptions

- Prepare and maintain client's files for Adoptive Parents, Birth Parents and others who are considering adoption.
- Gather and present information for home studies of the adoptive parents for approval.
- Assist in preparing materials for classes for parents
- Brevard Interfaith Coalition assists as needed; attend schools for teachers and guidance counselors in presenting information about Catholic Charities.
- Gather information to present to families and the community.

TSC

Rockledge, FL

3/2010-8/2011

Sales, Outbound, Collections and Customer Service Representative

- Inbound customer services, sales, outbound and collection calls.
- Provide assistance to customers to establish new service; bill assistance; collection of payments on accounts.
- Detail oriented.
- Work within call center team environment.
- Quicktel training and H2O training for customer assistance.

ReDe Critique, JV

Kennedy Space Center, FL

5/2008-8/2009

Clerical Assistant

- Provided administrative support for the Environmental Division Chief, three Branch Chiefs along with thirty employees in the Environmental and Medical Offices as well as supported fifteen contractors in Environmental.
- Maintained supply and inventory control for the Environmental and Medical division with \$7,500 monthly budget.
- Provided clerical support for new MESC Contract Office. Coordinated schedules for meetings, conference rooms and various other meetings.
- Responsible for general office duties, various correspondences, Business Records Plans, Documentation Logs as well as other duties as assigned.
- Provided support to special projects within the Environmental Branch and Recycling activities; worked with committee for selection of award calls for the Catch an Environmentalist Award.
- Administrator for KAITIS System for the Environmental Division; Prepared and logged records for disposition according to NASA Record Schedule.
- Records custodian for Medical and Environmental division according to NASA regulations.
- Records Management and NARA training/certification. Provided customer service within the center.
- Assisted with badging of individuals for tours for recycling and interviews.

Chickasaw Nation, Inc.

Kennedy Space Center, FL

3/2007-5/2008

Clerical Assistant

- Provided administrative support for the Environmental Division Chief, three Branch Chiefs along with thirty employees in the Environmental and Medical Offices as well as supported fifteen contractors in Environmental.
- Maintained supply and inventory control for the Environmental and Medical division with \$7,500 monthly budget.
- Provided clerical support for new MESC Contract Office. Coordinated schedules for meetings, conference rooms and various other meetings.
- Responsible for general office duties, various correspondences, Business Records Plans, Documentation Logs as well as other duties as assigned.
- Provided support to special projects within the Environmental Branch and Recycling activities; Worked with Travel Manager.

Heritage Family Preservation Center Orlando, FL 8/2004-6/2007
Receptionist/Administrative Assistant

- Schedule appointments for clients, maintain database for Adopt US Kids over 75 families; assist with correspondence and public distribution of information; handle general office responsibilities; maintained supplies; provide resource information to clients within the community.
- Created and maintained database for center. Worked closely with Director, and coordinate classes and public information sessions.
- Training from NACAC. Parent Leader in Training for Community Champions Network – Pre and Post Adoption Support.
- Traveled as required for various parent workshops and networking events.
- Volunteer with organization in providing family workshops, community events, and adoption support services.

West Orange Speech Pathologists Orlando, FL 8/2005-1/2006
Office Manager

- Responsible for general and daily office duties within practice. Supported Director and two employees.
- Coordinated schedules with five therapists, two interns and numerous clients. Maintain financial statements for thirty clients.
- Maintained supplies for the office; verified insurance.

Human Services Associates Orlando, FL 3/1993-8/1996
Administrative Assistant

- Responsible for general and daily office duties within the Addictions Receiving Facility. Supported two programs. Responsible for daily operations in a secured area.
- Created and maintained database for facility. Maintained supplies and inventory control; worked closely with case managers, clients and families.
- Provided assistance for Quality Control and Records Management.
- Coordinated meetings within facility and general public. Maintained Petty Cash fund for the office. Supervised two persons. Worked with clients and technicians.

Paragon Homecare Orlando, FL 6/1989-2/1993
Clerical Assistant/Home Health Aide

- Responsible for patient records being kept current; doctors' orders signed.
- Worked with nurses, aides and therapists to provide services to clients; maintained supply inventory for clients.
- Prepared paperwork to be submitted to Medicare; worked with Quality Assurance.
- Detail and deadline oriented
- Provided personal care to patients on the weekends.

Orange County Headstart

Orlando, FL

8/1994-5/1996

Voluntary Policy Council Chairperson

- Assisted with approval and planning program with parents, staff and management.
- Worked closely with students, teachers and parents in various activities.
- Provided oversight for program implementation and budget.
- Worked closely with Headstart Director and Community Action Board Members.

Southern Bell Telephone Ft. Lauderdale and Jacksonville, FL

6/1979-8/1985

Mail Clerk, Telephone Operator, Word Processor

- Process telephone calls and correspondence for customers.
- Prepared various proposals and correspondence for Marketing and Service Representatives.
- Delivered mail to various departments
- Detail and deadline oriented.