



City Clerk's Office
5581 W. Oakland Park Blvd
Lauderhill, FL 33313
954-730-3010

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.

SELECT ALL THAT APPLY

- ☒ Lauderhill Resident ☐ Business Owner
☐ City of Lauderhill Staff ☒ Broward County Registered Voter

PRINT or TYPE

Name: Jessica Coutin A
First Last Middle Initial
Home Address: 3263 Zip Code: 33319
Home Phone: _____ Cell Phone: 954-702-7877
Email: ms.jessiepr@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 (Attach any additional information to this form if more space is needed):

I'm very passionate about my community and serving on the board will give me a chance to give back in a different capacity. I possess excellent communication skills, effective decision making and multitasked in all areas.

Return Completed Form To:

Andrea M Anderson, City Clerk
Email: aanderson@lauderhill-fl.gov

Nadia B. Chin, Deputy City Clerk
Email: nchin@lauderhill-fl.gov

Jessica Coutin

Signature

Dated this _____ day of _____, 2019

COUTAIN, JESSICA

Ms.jessiepr@gmail.com ♦ Lauderhill, FL ♦ 954-702-7877

OBJECTIVES

To assume a position which offers an expanded area for advancement, tenure responsibility, full utilization of acquired skills and expertise to support operational development and business practices.

EDUCATION

Broward College
05/18 Business Administration

EXPERIENCE

Agency for Health Care Administration ♦ 1400 W Commercial Blvd
Regulatory Specialist 105/2017 – 08/2018

Receives and routes telephone calls regarding the regulatory functions in Medicaid, answers which may involve interpretation of policy and procedures HR liaison office manager Report leave and time sheets order supply set up meeting arrange travel Oversees the maintenance and performance of the Fort Lauderdale Field-Based Plan Management equipment. Schedules regular ongoing maintenance and arranges for repair in a timely and cost-efficient manner. Works with the building manager to address building maintenance and repair issues. Manages building security; activates, issues, and deactivates entry swipe cards.

Nova University ♦ 3200 S University Drive
Administrative Assistant 01/2011 – 07/2018

Service Recovery Handling complaints (from both staff and patients) Maintains office services by organizing office operations and procedures; preparing payroll; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions. Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records. Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement. Designs and implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments

SKILLS

• Microsoft Work

- ♦ Power Point
- ♦ Excel
- ♦ Ariba
- ♦ Kronos
- ♦ Work Day
- ♦ DMAS
- ♦ Trigma
- ♦ Quicken