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CITY OF COCONUT CREEK  
CITY CLERK DEPARTMENT



**CITY OF COCONUT CREEK**

OFFICE OF THE CITY CLERK  
4800 WEST COPANS ROAD  
COCONUT CREEK, FLORIDA 33063

**2019 APPLICATION FOR CITY BOARDS**

The information requested below is for consideration of appointment to a City Board. Please complete and return this form to the City Clerk, along with a brief resume of your education and experience by or before Thursday, April 11, 2019.

**PLEASE NOTE:** Florida has a very broad public records law. Documents relating to city business are public records and are available to the public and media upon request. Your information provided within this application may therefore be subject to public disclosure.

Last Name: Phillips First Name: Isel M.I.: A

Home Address: 4320 Vinkemulder Road, Coconut Creek, 33073

Phone #: 772-834-2196 Alt. #: \_\_\_\_\_ E-mail: Horseprairie4320@gmail.com

**PLEASE CHECK THE FOLLOWING BOARD(S) ON WHICH YOU ARE INTERESTED IN SERVING** (A brief description of each board can be found by clicking on the following link: [City Boards-Committees](#))

- \*CIVIL SERVICE BOARD
- COMMUNITY OUTREACH ADVISORY BOARD (New)
- EDUCATION ADVISORY BOARD (New)
- ENVIRONMENTAL ADVISORY BOARD
- PARKS & RECREATION ADVISORY BOARD
- \*PLANNING & ZONING BOARD
- PUBLIC SAFETY ADVISORY BOARD (New)
- \*AFFORDABLE HOUSING ADVISORY COMMITTEE (AHAC) (Pursuant to Section 420.9076, Fla.Stat., in addition to a representative from the City's Planning & Zoning Board, the AHAC must consist of representatives who are actively engaged in at least six of the categories below. If you are applying to serve on the AHAC, please check-off the category below for which you qualify):

- \_\_\_\_\_ Residential home building industry in connection with affordable housing
- \_\_\_\_\_ Banking or mortgage banking industry in connection with affordable housing
- \_\_\_\_\_ Home building in connection with affordable housing
- \_\_\_\_\_ Advocate for low-income persons in connection with affordable housing

*(list is continued on next page)*

- For-profit provider of affordable housing
- Not-for-profit provider of affordable housing
- Real estate professional in connection with affordable housing
- X Resident of Coconut Creek
- x Business owner within Coconut Creek
- Essential services personnel, as defined in the local housing assistance plan

**PLEASE MARK YES OR NO FOR EACH OF THE FOLLOWING QUESTIONS:**

- |   |                   |                  |
|---|-------------------|------------------|
| <input type="checkbox"/> Are you a resident of Coconut Creek?                       | Yes <u>  x  </u>  | No <u>      </u> |
| <input type="checkbox"/> Are you a registered voter (elector) in Broward County?    | Yes <u>  x  </u>  | No <u>      </u> |
| <input type="checkbox"/> Do you hold a public office?                               | Yes <u>      </u> | No <u>  x  </u>  |
| <input type="checkbox"/> Are you employed by the City?                              | Yes <u>      </u> | No <u>  x  </u>  |
| <input type="checkbox"/> Are you a member of a City Board?                          | Yes <u>      </u> | No <u>  x  </u>  |
| <input type="checkbox"/> Have you ever served on a City Board?                      | Yes <u>      </u> | No <u>  x  </u>  |
| <input type="checkbox"/> Are you away from the City for extended periods of time?   | Yes <u>      </u> | No <u>  x  </u>  |
| <input type="checkbox"/> Would you serve on a Board other than the one(s) selected? | Yes <u>  x  </u>  | No <u>      </u> |
| <input type="checkbox"/> Have you graduated from the City's Citizen Academy?        | Yes <u>      </u> | No <u>  x  </u>  |

SIGNATURE: Paul A. Phillips Date: 3/25/2019

\* Denotes that a Financial Disclosure Form is required upon appointment to the Board.

S:\Data\City Clerk\Common\Forms\City Board Application & Board Description\Application for City Board (FINAL)-2019-AHAC)

# Isel Alicia Phillips

4320 Vinkemulder  
Coconut Creek, Florida 33073

772-834-2196  
Horseprairie4320@gmail.com

## OBJECTIVE

To contribute and strengthen my leadership, communication, and social skills

## SUMMARY OF QUALIFICATIONS

- Speak fluent Spanish and English
- A high-energy, enthusiastic and dependable individual who excels in challenging and professional environments.
- Ability to multi-task, be polite, work independently and as a team member
- A positive and confident personality combined with a strong work ethic.
- Knowledgeable in computers: Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Quickbooks, Quicken

## EDUCATION

Florida Atlantic University, Boca Raton, FL  
**Bachelor of Business Administration**  
Specialization: **Marketing**

May 2005

## EXPERIENCE

- Horse Prairie Farm LLC, Coconut Creek, FL 08/2015- Present  
**Owner, CFO**
  - Barn Management
  - Accountant
  - Coordinate Events
  - Office Management
  - Marketing
- The Fruitful Field, Pompano Beach, FL 08/2013-07/2015  
**Bookkeeper**
  - Chart of Accounts, General Ledger, Reconcile Accounts, Accounts Receivable, Accounts Payable
- KAM Specialties, INC., Pompano Beach, FL 08/2005- 02/2011  
**Administrator**
  - Certified trained Inspector and Internal Auditor
  - Head Pratt & Whitney Administrator
  - Administration of shipments to customers and track delivery requirements weekly
  - Enter/edit sales orders and issue purchase orders
  - Receive incoming inventory
  - Prepare and present reports as required by management, governmental agencies, and creditors
- Florida Atlantic University Housing Department, Boca Raton, FL 11/2002-05/2005  
**Resident Assistant**
  - Community Builder: Assisted and encouraged floor members to develop a community where positive behavior, respect, and integration allowed them to maximize their potential by interacting with them on a daily basis.
  - Counselor: Practiced good listening skills and having a genuine interest and care for residents and their problems, responding appropriately to crisis situations where mediation or other problem solving methods are needed.
  - Program Planner: planned, organized, and/or presented opportunities for residents to learn, get involved, and created bond through educational, social, and recreational activities.
  - Mentor, Advisor, and Liaison: served as a positive role model where my presence and demeanor can impact the residents life by finding a balance between enforcing polices and remaining approachable and friendly
  - Administrator: Completed paper work associated with managing the Residents Halls such as weekly report, duty log, health and safety inspections, putting up posters, maintaining bulletin boards, key/key card check out, following up on maintenance concerns, staff meetings/ individual meetings, etc.
  - Policy Enforcer: Helped educate students about what policies they should follow and explaining their rational.
  - Documented instances when policies are broken and followed up with residents when necessary.
- **Event Coordinator**
  - Responsible for planning catering menu and times, graphics for signs, designating parking lot, photographer, and reserving room for conference.

**OTHER WORK EXPERIENCE**

**Bible Study Fellowship**

Children's and Adult Group Leader  
Show Management

09/2012-Present

**Y.P. I. Staff**

Florida Atlantic University Housing Department

10/2004-11/2004

**Student assistant**

01/2001-11/2002

**AWARDS AND MEMBERSHIPS**

Pratt & Whitney Customer Service of the year Award

04/2009

Drum Corp International (Carolina Crown)

05/2004-08/2004

Exceptional Resident Assistant award

05/2003

Individuals Making Personal and Academic Contributions Award

04/2003

Nations Community Council (President)

08/2001-12/2003