



CITY OF COCONUT CREEK

CITY CLERK DEPARTMENT
4800 WEST COPANS ROAD
COCONUT CREEK, FLORIDA 33063

APPLICATION FOR THE CITY OF COCONUT CREEK CHARTER REVIEW BOARD

The information requested below is for consideration of appointment to the City's Charter Review Board. Please complete and return this form to the City Clerk, along with a brief resume of your education and experience by or before **Wednesday, December 18, 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. If your information meets an exemption pursuant to state statute, please advise the City Clerk.

Last Name: Thorman First Name: Heidi M.I.: A

Home Address: 4500 Cedarhill Road, Coconut Creek, FL 33066

Phone #: 954-977-5114 Alt.#: 954-234-4004 E-mail: heidithorman@gmail.com

Please select the District in which you reside: A X B C D E

The Charter Review Board is convened every five years and is comprised of five electors of the City, one from each district, who are appointed by the City Commission and given the responsibility of reviewing the City's Charter and submitting a report of findings to the City Commission within 120 days after appointment. The board meets on an as-needed basis, and the board and its members' terms expire 120 days from appointment. Appointments will be made at the January 9, 2020, City Commission Meeting.

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

Are you a resident of Coconut Creek?	Yes <u> X </u>	No <u> </u>
Do you hold a public office?	Yes <u> </u>	No <u> X </u>
Are you employed by the City?	Yes <u> </u>	No <u> X </u>
Are you a member of another City Board?	Yes <u> </u>	No <u> X </u>
Have you ever served on a City Board?	Yes <u> X </u>	No <u> </u>
Will you be away from the City for extended periods of time January through June, 2020?	Yes <u> </u>	No <u> X </u>
Have you graduated from the City's Citizen Academy?	Yes <u> </u>	No <u> X </u>

SIGNATURE: Heidi Thorman Date: 12/10/19

Heidi Thorman

Objective To provide excellent administrative and communications skills in a professional manner with a keen eye for detail. To be a strong team player using my own initiative and prioritization to meet tight deadlines in a pressured team environment.

Experience

1998–2006 Vanguard Car Rental USA Fort Lauderdale, FL
(Alamo Rent A Car & National Car Rental)

International Sales & Marketing Analyst

- Provide administrative support & assistance to Sales & Marketing Directors and Managers based in the USA, Canada, Europe and Asia on a day to day basis on all functions and situations to do with the management of their accounts, product information and marketing related projects.
- Prepare Sales & Marketing proposals for potential accounts and finalize contracts.
- Prepare management and statistical reports for Sales & Marketing using Business Objects and Nomad reporting systems.
- Daily liaison with the Sales & Marketing team along with Operations, Accounting and global network of locations and offices.
- Process departmental invoices and payment between vendors and accounting and maintain a budget of over 1 million dollars.
- Coordinate Global Sales & Marketing meetings including booking venue, travel, agenda, entertainment.

1994–1998 Vanguard Car Rental USA Fort Lauderdale, FL
(Alamo Rent A Car & National Car Rental)

Customer Relations Specialist

- Responsible for handling customer service issues on behalf of the Office of the President via phone and written corresponds and advise Office of the President of the outcome of the situation.
- Responsible for handling International complaints from our US Customers who rented at our locations outside of the USA.

1990–1993 Benefit Management Corp. Plantation, FL

Administrative Assistant

- Provide administrative support for the President and Vice President.

Education

- University of Alabama Tuscaloosa, AL
- Broward College Davie, FL

Interests

Women's Club of Coconut Creek Board Member, Lyons Creek Band Parent Organization Board Member, Pompan Beach High School Band Parent Organization, City of Coconut Creek Environmental Advisory Board member. Also, at our home we garden using native plants or florida friendly plant options, collect rain water using rain barrels, cut the use of pesticides in our garden and use solar power for hot water and air conditioning.