



City of Coconut Creek

Application for Community Outreach Board

The information requested below is for consideration of appointment to the City's Community Outreach Board. Please complete and return this form to the City Clerk, **WITH a brief resume** of your education and experience by or before Monday, April 6, 2020.

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: Amanda Phone: (440) 949-0643
First Name: Fishman Alternate Phone: (954) 543-2638
Home Address: 3738 Pebblebrook Manor E-mail: mandi.r.fishman@gmail

The Community Outreach Board is comprised of five regular members and one alternate member who serve a one-year term. The functions of the Board include acting in an advisory capacity to the Community Relations Division in matters relating to branding, marketing, public relations, social media, video production, or website production; recommending innovative ideas for social media platforms, developing story ideas for CreekTV and CreekTALK; advising on website improvement and content enhancement; and serving as street monitors to advise on signage improvements and repair.

To the extent practicable, board appointments shall be based on the applicant's experience with representing the interests, specialties, and qualifications in the field of Branding, Marketing, Public Relations, Social Media, Video Production or Website Production.

Preference will be given to applicants who have completed Coconut Creek Citizen's Academy.

The board meets twice a year. Appointments will be made at the April 23, 2020, City Commission Meeting.

Please mark Yes OR No for each of the following questions:

1. Are you at least 18 years of age and a resident of Coconut Creek? Yes No
2. Are you least 18 years of age and an owner of a business located within the City? Yes No
3. Do you have experience with representing the interests, specialties, and qualifications in the field of Branding, Marketing, Public Relations, Social Media, Video Production or Website Production? Yes No
4. Do you hold a public office? Yes No
5. Are you employed by the City? Yes No
6. Are you a member of another City Board? Yes No
7. Have you ever served on a City Board? Yes No
8. Will you be away from the City for extended periods of time? Yes No
9. Have you graduated from the City's Citizen Academy? Yes No

Signature: Amanda R Fishman

Date: 4/2/2020

Amanda Fishman

Phone: 440-949-0643 ■ Email: mandi.r.fishman@gmail.com

Reside: Coconut Creek, Florida

Education

Bachelor of Arts, Business Administration AACSB Accredited

Bachelor of Arts, International Business AACSB Accredited

Minor in Accounting AACSB Accredited

Cleveland State University, Cleveland Ohio- Graduation December 2013

Accomplishments and Skills

- CPA EXAM Eligible – Florida Atlantic University – Government Accounting Fall 2016
- Signature Gives Back: Assistant Treasurer – 2019; Volunteer and Member – 2017-Present
- Citizen's Academy, Coconut Creek, FL- Graduation April 2019
- Tamarac University, Tamarac, FL – Graduation 2016 (City Knowledge Course Certificate)
- Attended the first Cleveland State trip to the Middle East which included a company tour of several companies/government facilities in Abu Dhabi and Dubai.

Experience

Accountant

MotionPoint Corporation: August 2019 – Present

Key Results:

- Implemented new accounting software upon arrival
- Audited 2018 and 2019 data and created new internal controls to complete implementation of new software
- Created Interactive reports to provide to the Board monthly and quarterly
- Prepared tax filings and 1099s
- Assisted the Controller in preparing for the yearly audit
- Audit client contracts and ensure they are compliant with accounting internal controls
- Prepare monthly invoices
- Prepare general journal entries and review entries at month end
- Audit employee monthly spending
- Audit all 389 client accounts for proper invoicing and collections controls
- Chosen as an inaugural member of the CARE team to boost corporate moral

Senior Accountant

Signature Real Estate Companies: March 2017- August 2019

Key Results:

- Create policies and procedures in the new in-house accounting department since March of 2017
- Prepare training materials for new hires in accounting department
- Prepare consolidated financial statements, month-end and year-end materials of 25 companies for review by the CFO
- Prepare budget analysis of expenses for 25 companies and recommend reductions in unnecessary spending
- Prepare AP and AR schedules assess outstanding balances and prepare month-end analysis for CFO
- Create collections policies for the collection department
- Collected over 110,000 in termination fees in two years

- Prepare monthly bank reconciliations
- Prepare monthly and year-end general ledger journal entries
- Prepare financial statements, bank reconciliations, and general ledger entries for Signature Gives Back 501-C
- Prepare payroll for 1099 employees
- Prepare Tangible Property Taxes for 17 offices
- Currently aiding in building a proprietary software for commission calculations for the real estate firm
- Aided in implementation of new HR/Payroll software
- Audit employee monthly spending
- Assist commission calculation duties and prepare compliance report for payroll
- Prepare cash advances and loan promissory notes for 1099 agents

Collections Supervisor and Member Services Representative

Benesys Administrators Client: Ohio and Vicinity Carpenter's Union January 2014- June 2016

Key Results:

- Created collections policies and steps to manage the collections of the Ohio Carpenter's Union Fund of over 2 million dollars in delinquent funds, which will be used to train future department employees.
- Performed special duties such as overseeing the contributions department in disbursing dated funds and correcting all previous inaccuracies during the transition period of 2013-2014.
- Collected over \$250,000 of delinquent funds more than 2 years outstanding in the 2015-2016 fiscal year.
- Assigned lead researcher on unallocated funds project of \$900,000 to be disbursed to 451 contractors.
- Worked independently on research for the unallocated funds project; research conducted found that of the \$900,000 of unallocated funds only \$410,000 were actual funds to be disbursed.
- Managed the collections department and created monthly and quarterly reports to provide a snapshot of the current position of collections, and the goals to retrieve delinquent funds and liquidated damages for the Board of Trustees and Plan Managers.
- Aided legal counsel and third-party audit firm in conducting audits and providing information for legal procedures such as promissory notes and mechanical liens.
- Researched audit results when summaries indicated that the scope of the audit required a more in-depth approach; prepared new findings and created complete balance sheets for contractors producing all outstanding balances: liquidated damages, variances, and unallocated amounts.
- Merged the union departments for Collections, Pension, and Annuity to a third-party administrator by implementing and creating new procedures to ensure that the efficiency of these departments could move forward in distribution and collection of funds seamlessly.
- Conducted training sessions for co-workers on computer skills such as excel and company-owned software BenefitDriven
- Audited payroll of members and distributed uncollected pension benefits to retirees
- Access to Key bank corporate account access to assist in distribution of fringe benefits to members.

Internal Fringe Benefits Auditor

Ohio and Vicinity Carpenter's Fringe Benefits Fund –Cleveland, Ohio (Internship – Full-time position)

May 2012 – December 2013

Key Results:

- Implemented a new way to retrieve internal fund benefits to include all members' benefits to reduce time spent out at each audit which reduced costs by \$600 a month in travel expenses and allowed for several audits to be done in one day.
- Brought key changes to the way audits are presented and sent out to union contractors to reduce confusion when discrepancies occur and benefits need to be disbursed to the our office.

- Collected funds and created reliable audit information to allow collection of three accounts in delinquency of over \$150,000 each.
- Reduced the number of outstanding audits, and prepared effective planning to allow auditors more time to work on audits and less time preparing for audits.
- Chosen by the head administrator to create and introduce an improved way to prepare, plan, and execute audits and collections.
- Taught the senior auditor how to efficiently implement computer skills, such as excel, to easily create functions that reduce time spent on audits
- Aided co-workers in implementation and understanding changes to the Collections and Audit department systems.