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APR 11 2019



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: FISHMAN First Name: AMANDA M.I.: R

Home Address: 3738 PEBBLEBROOK MANOR COCONUT CREEK FL 33487

Phone #: 440-949-0643 Alt. #: \_\_\_\_\_ E-mail: MANDI.R.FISHMAN@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

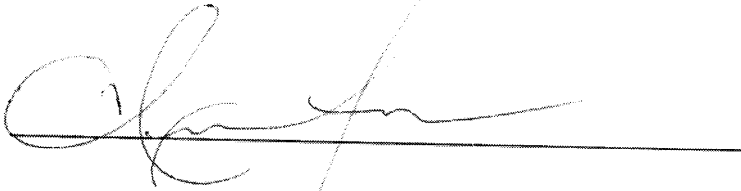
(list is continued on next page)

- For-profit provider of affordable housing
- Not-for-profit provider of affordable housing
- Real estate professional in connection with affordable housing
- Resident of Coconut Creek
- 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 checked="" type="checkbox"/> Are you a resident of Coconut Creek?            | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| <input type="checkbox"/> Are you a registered voter (elector) in Broward County?    | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| <input type="checkbox"/> Do you hold a public office?                               | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Are you employed by the City?                              | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Are you a member of a City Board?                          | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Have you ever served on a City Board?                      | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Are you away from the City for extended periods of time?   | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Would you serve on a Board other than the one(s) selected? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| <input type="checkbox"/> Have you graduated from the City's Citizen Academy?        | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |

SIGNATURE:



Date:

3/26/19

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

## Amanda Fishman

Phone: 440-949-0643 ■ Email: [mandi.r.fishman@gmail.com](mailto:mandi.r.fishman@gmail.com)

Reside: Coconut Creek, Florida

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### Education

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**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
- 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.
- Student Services: Aided counselors with advising administration needs. Aided students with entrance questions and on-campus general questions about the institute. Also, administered entrance exams in the Learning Center.
- On-Campus Activities: Ahuja Business Minority Society Off Campus Activities: Boys and Girls Club

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### Experience

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#### *Senior Accountant*

*Signature Real Estate Companies: March 2017-Present*

#### *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.

## May, Leslie

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**From:** Amanda Fishman <mandi.r.fishman@gmail.com>  
**Sent:** Wednesday, April 10, 2019 3:47 PM  
**To:** May, Leslie  
**Subject:** Re: CITY BOARD COMMITTEE APPLICATION

I also want to be considered for the community outreach board. I forgot to check that box.

Thank you so much and look forward to being apart of aiding the city in any way I can.

On Wed, Apr 10, 2019 at 3:42 PM Amanda Fishman <[mandi.r.fishman@gmail.com](mailto:mandi.r.fishman@gmail.com)> wrote:  
Good Afternoon,

Attached is my city board application as well as my professional resume. Thank you for your consideration and look forward to hearing from you.

Thank you!

Amanda Fishman  
(440) 949-0643

**May, Leslie**

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**From:** Amanda Fishman <mandi.r.fishman@gmail.com>  
**Sent:** Wednesday, April 10, 2019 3:42 PM  
**To:** May, Leslie  
**Cc:** Amanda Fishman  
**Subject:** CITY BOARD COMMITTEE APPLICATION  
**Attachments:** Amanda Sanche1Fishman (1).pdf; COCONUT CREEK CITY BOARDS.pdf

Good Afternoon,

Attached is my city board application as well as my professional resume. Thank you for your consideration and look forward to hearing from you.

Thank you!

Amanda Fishman  
(440) 949-0643