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JUL 2 2018

CITY OF COCONUT CREEK



CITY OF COCONUT CREEK  
CITY CLERK DEPARTMENT

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

**2018 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 Monday, July 2, 2018.

**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: Moore First Name: Victoria M.I.: E  
Home Address: 261 NW 42 Avenue Coconut Creek, FL 33066  
Phone #: 954-667-2913 Alt. #: \_\_\_\_\_ E-mail: victoria925@comcast.net

REDISTRICTING BOARD (Appointments will be made July 26, 2018)

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

Are you a resident of Coconut Creek?	Yes <input checked="" type="checkbox"/>	No _____
Are you a registered voter (elector) in Broward County?	Yes <input checked="" type="checkbox"/>	No _____
Do you hold a public office?	Yes _____	No <input checked="" type="checkbox"/>
Are you employed by the City?	Yes _____	No <input checked="" type="checkbox"/>
Are you currently a member of a City Board?	Yes _____	No <input checked="" type="checkbox"/>
Have you ever served on a City Board?	Yes _____	No <input checked="" type="checkbox"/>
Are you away from the City for extended periods during the year?	Yes _____	No <input checked="" type="checkbox"/>
Would you serve on a Board other than the one(s) selected?	Yes <input checked="" type="checkbox"/>	No _____

SIGNATURE: Victoria Moore Date: 6/28/18

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

# Victoria Elizabeth Moore

## RESUME



261 NW 42 Avenue Coconut Creek, FL 33066

954-667-2913

victoria925@comcast.net

### OBJECTIVES

To utilize my skills and knowledge to best assist and serve my employers and my fellow residents to ensure services are at the highest quality. My goals are to further my own skills and in turn provide better services the residents and assist the City of Coconut Creek in the most efficient possible way. I desire to make my workplace and hometown a great environment of efficiency, honesty, and impeccable service. I hope to obtain the opportunity to create innovative opportunities to help my residents and Coconut Creek Workers grow in an ever changing technological age.

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## EDUCATION

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- ❖ Bachelor's Degree in Business Administration minor in Accounting
- ❖ Notary Public
- ❖ Real Estate Associate in Florida
- ❖ Microsoft Excel Certification
- ❖ Certified Signing Agent
- ❖ Certificate of Education in Advanced Microsoft Excel
- ❖ Certificate of Education in Managing Electronic Records
- ❖ Certificate of Education in Forms Management
- ❖ Certificate of Education in Emergency Preparedness for Government Records
- ❖ Certificate of Education on How to Communicate with Tact, Professionalism, and Diplomacy
- ❖ Certificate of Education on How to be an Effective First Time Supervisor
- ❖ Certificate of Achievement in FEMA ISC-100
- ❖ Certificate of Achievement in FEMA IS-00700.a

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## EXPERIENCE

Office Administrator | **FPM FORCE, LLC**

2015-current

- ❖ Marketing
- ❖ Customer Service
- ❖ Record/payroll

President/Office Manager | **Cart Recovery Service LLC**

2011-Current

- ❖ Reconciles monies and manages office
- ❖ Customer Service to vendors and customers

President/Office Manager | **Elite Cake Toppers, LLC**

2011-Current

- ❖ Designs cake topper products
- ❖ Reconciles monies and manages office
- ❖ Customer service to vendors and customers
- ❖ Marketing

President/Office Manager | **Florida Gun Sales, LLC**

2011-Current

- ❖ Reconciles monies and manages office
- ❖ Customer Service to vendors and customers
- ❖ Marketing

President/Office Manager | **Renaissance Age Solutions, LLC**

2011-Current

- ❖ Marketing

- ❖ ~~Customer Service to vendors and customers~~
  - ❖ Assists with shipping and feedback on Ebay Store
  - ❖ reconciles monies and manages office
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## EXPERIENCE CONTINUED

### Account Clerk I | City of Margate 2003 - Current

- ❖ Accounts Payable
- ❖ Process all monies from departments
- ❖ Processes weekly check run
- ❖ Vendor and department liaison
- ❖ Processes journal entries
- ❖ Record keeping of Finance Department reports and check run
- ❖ Proficient in HTE Program, Abope Photo, and Microsoft Programs
- ❖ Assists with special projects

### Office Specialist | City of Margate 2001 - 2003

- ❖ Record Payroll
- ❖ Inventory Supply Control
- ❖ Record and process lot cutting, work orders, and daily worksheets
- ❖ Complete Purchase Orders and Field P.O.'s
- ❖ Proficient in HTE, and Microsoft Programs
- ❖ Assisted with special events as assistant to Supervisor in

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charge

- ❖ Coordinated special events for Parks and Recreation

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Laborer | **City of Margate**

1998 - 2001

- ❖ Daily maintenance of parks, roadways, and public buildings
- ❖ Installation and maintenance of irrigation systems
- ❖ Beautification of roadways and parks
- ❖ Assist with mapping medians for new foliage
- ❖ Assist with special events for City of Margate

Assistant Head Bookkeeper | **Winn Dixie**

1998

- ❖ Supervisor of all personnel and activities of the front end section of store
- ❖ Customer service
- ❖ Reconciled monies at end of shift
- ❖ Managed personnel work schedule

Janitor | **Clean Sweep Janitorial Sec, Inc.**

1998

- ❖ Maintenance of Ford Dealership
- ❖ General cleaning of all offices, showroom, and public area

Sewing Assistant | **Maliki Works**

1998 -

- ❖ Sewed commercial products

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Cashier/ Stock personnel | **Winn Dixie**

1997

- ❖ Cashier
- ❖ Stock shelves and process out of date goods
- ❖ Operation of Customer Service Desk

Cashier | **Winn Dixie**

1995 - 1996

- ❖ Cashier
- ❖ Customer Service Desk Operator
- ❖ Assist departments with stock

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## HOBBIES AND INTERESTS

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- ❖ Stamp Collecting
- ❖ Volunteer at Humane Society
- ❖ Volunteer at Sawgrass Nature Center
- ❖ Violin
- ❖ Piano
- ❖ Historical Reading
- ❖ Antique Collector
- ❖ Gardening
- ❖ Doll Collector
- ❖ Book Collector
- ❖ Member of Coconut Creek Women's Club



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REFERENCES

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Jackie Chin-Kidd Supervisor in Finance Dept. 954-935-5350

Robert Pirmann-Owner of FPS 954-254-5631

Edward Zombek- Police officer City of Margate-954-573-5790