

**INDIAN RIVER COUNTY APPLICATION
FOR COMMITTEE APPOINTMENT**

Full Name: Jessica M. Restrepo

Today's Date: 12/12/19

Email Address: jrestrepo@irchabitat.org

Street Address (No P.O. Boxes): 2025 Waterside Way SW Vero Beach, FL. 32962

Home Phone:

Work Phone: 772-562-9860 ext 201

Cell Phone: 772-453-1025

How long have you been a resident of Indian River County? 7 years

Are you a full or part time resident? Check one: Full Time Part Time

Please list current employer or business. If retired, please list any business experience that may be applicable to the committee.

I work for the Indian River Habitat for Humanity

Please list any licenses you presently hold:

Just a driver's license

Please list any organization of which you are currently a member:

N/A

Please list any other committees or boards you currently sit on:

N/A

Continued on next page

Place a check mark next to the committee(s) you would like to serve on:

AFFORDABLE HOUSING ADVISORY COMMITTEE	<input type="checkbox"/>
AGRICULTURE ADVISORY COMMITTEE	<input type="checkbox"/>
BEACH & SHORE PRESERVATION ADVISORY COMMITTEE	<input type="checkbox"/>
CHILDREN'S SERVICES ADVISORY COMMITTEE	<input type="checkbox"/>
CODE ENFORCEMENT BOARD	<input type="checkbox"/>
COMMUNITY DEVELOPMENT BLOCK GRANT	<input type="checkbox"/>
CONSTRUCTION BOARD OF ADJUSTMENT & APPEALS	<input type="checkbox"/>
ECONOMIC DEVELOPMENT COUNCIL	<input type="checkbox"/>
ENVIRONMENTAL CONTROL HEARING BOARD	<input type="checkbox"/>
INDIAN RIVER COUNTY CENSUS 2020 COMMUNITY ACTION COMMITTEE	X
MPO BICYCLE ADVISORY COMMITTEE	<input type="checkbox"/>
MPO CITIZEN ADVISORY COMMITTEE	<input type="checkbox"/>
PLANNING & ZONING COMMISSION	<input type="checkbox"/>
SCHOOL PLANNING CITIZEN OVERSIGHT COMMITTEE	<input type="checkbox"/>
TOURIST DEVELOPMENT COUNCIL	<input type="checkbox"/>
TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD	<input type="checkbox"/>
TREASURE COAST REGIONAL PLANNING COUNCIL – COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY	<input type="checkbox"/>
VALUE ADJUSTMENT BOARD – MUST OWN HOMESTEAD PROPERTY WITHIN INDIAN RIVER COUNTY	<input type="checkbox"/>

Please print and return the completed application, along with a current resume, to the Board of County Commission office, 1801 27th Street, Vero Beach, FL. 32960, or by fax at 772-770-5334. Please note: All applications are kept on file for 6 months.

RECEIVED

DEC 13 2019

**BOARD OF COUNTY
COMMISSION**

Jessica M. Restrepo

2025 Waterside Way SW, Vero Beach, FL 32962 | 772-453-1025 | cupcakes1976@att.net

Objective

Dedicated Customer Service Representative motivated to maintain customer satisfaction and contribute to company success. Proven ability to establish rapport with clients. Reliable and driven, with strong time management and prioritization abilities.

Education

A.S. | 2000 | THREE RIVERS COMMUNITY COLLEGE

Major: General Studies

Major :Psychology

Skills & Abilities

MANAGEMENT

· Experienced Team Leader

Critical thinker, with strong decision making and problem-solving skills

Excellent written and verbal communication skills

Prepared to help resolve conflicts

COMMUNICATION

Fluent in Spanish and English

Strong communicator and listener

Calm under pressure or stressful situations

CUSTOMER SERVICE

Focused on customer needs

Solid time management skills

Attentive to detail

Experience

FAMILY SERVICES ASSOCIATE|INDIAN RIVER HABITAT FOR HUMANITY|07/2017-PRESENT

- . MANAGE FRONT DESK
- . RECEIVE ALL MORGATE PAYMENTS
- . RESPONSIBLE FOR 15,30, AND 45 DAY LATE MORTGAGE LETTERS.
- . HOLD ORIENTATION AND POTENTIAL HOMEBUYER INTAKES& APPLICATIONS.
- . TAKE CARE OF ALL OF HABITATS HOMEOWNERS INSURANCE.

RETAIL SALES/ MANAGER IN TRAINING | KAY JEWELERS | 03/2016-PRESENT

- Monitored customer preferences to determine focus of sales efforts
 - Planned and directed staffing, training, and performance evaluations to develop and control sales and service efforts
 - Resolved customer complaints regarding sales and service

PROPERTY MANAGER | IMPRO SYNERGIES | 09/2016-04/2017

- Managed the daily operations of an apartment community with 176 units in Vero Beach; maintained 100% occupancy and recognized by police for maintaining crime-free/drug-free properties
- Effectively provided a quality living experience to each of the residents to ensure resident retention
- Increased overall sales by highlighting the quality of a highly-regarded brand and the lifestyle available
- Screened applicants to ensure qualifications met criteria and coded and input bills into the rent roll

ASSISTANT STORE MANAGER | THE LOFT | 03/2013-03/2016

- Directed and supervised employees engaged in sales, inventory-taking, reconciling cash registers, and/or in assisting customers
 - Hired, trained, and evaluated personnel in sales and service of the store, promoting or firing when appropriate
 - Planned and prepared work schedules and kept records of employees' work schedules and time cards
 - Reviewed inventory and sales records to prepare reports for management