

## Application Form

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### Profile

Samiea

First Name

Hawkins

Last Name

505 NW Floresta Dr

Home Address

Port Saint Lucie

City

FL

State

34983

Postal Code

shawkins1921@hotmail.com

Email Address

What district do you live in? <http://www.cityofpsl.com/districts> \*

District 1

Retired?

Yes  No

Seminole Tribe of Florida

Employer

Housing Office Coordinator

Job Title

Property Management

Occupation

Which Boards would you like to apply for?

None Selected

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes  No

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### Interests & Experiences

Why are you interested in serving on a board or committee?

My interest in serving on the board is due to me wanting have a hand in assisting individuals with affordable housing for themselves and their families.

Why do you think you are qualified to serve on this board or committee?

I currently work in property management for the Seminole Tribe of Florida, providing Policies and Programs to tribal members.

## Brief description of Education & Experience

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I maintain a Masters of Science in Business Administration with concentration in Project Management. I have worked in both Housing maintenance, Construction, and Community development.

[Samiea\\_Hawkins\\_Resume.docx](#)

Upload a Resume

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## Demographics

**Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)**

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Yes  No

**Are you a registered voter?**

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Yes  No

**How long have you been a City resident?**

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34 years

**Have you attended the City University classes?**

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Yes  No

**Are you a United States Citizen?**

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Yes  No

**Are you presently employed by the City of Port St. Lucie?**

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Yes  No

**Are you a current or former law enforcement officer, other employee\* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?**

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Yes  No

**Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?**

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Yes  No



# Samiea Hawkins

CELL (305)570-5518 • E-MAIL shawkins1921@hotmail.com

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- Maintain data entry requirements by following data program techniques and procedures

**Frontier Kemper**  
**2014-2016**

**Long Island City, NY**

## **Payroll Specialist**

- Enter adjustment data into Employee Central Payroll for inclusion in payroll processing
- Process Payroll, Control Center alert errors, Time-card verification and audit pay cards
- Process stop payments, reissues, ACH NOCs, rejections and special requests

**JF Shea**  
**2014**

**New York, NY**

**2008-**

## **Office Manager**

- 500 union and salary employees - Prepare HR day-to-day deliverables, execute initiatives and deadlines
- AS400 program software - point of contact for oversight of HR administrative operations and auditing
- Processed hiring, discipline, orientations, benefits administration, payroll and time-sheet verification
- Assisted the Vice President, Director of Engineers and Purchasing Manager to ensure integrity of accounting records through reconciliation and worked with external auditors to support audits and control reviews.
- General accounting, receivables, payroll, accounts payable, internal and external auditing, bank and cash reconciliations.
- Processed hiring, discipline, orientations, benefits administration, payroll, benefit changes and time-sheet verification.

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## **Education:**

**Colorado Technical University** 2010 BS Business Administration -  
*concentration* Project Manager

**Colorado Technical University** 2019 MA Business Administration -  
*concentration* Project Management

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