Application Form

Profile			
Samiea	Hawkins	_	
First Name	Last Name		
505 NW Floresta Dr			
Home Address			
Port Saint Lucie		FL	34983
City		State	Postal Code
shawkins1921@hotmail.com		_	
What district do you live in?	http://www.cityofpsl.com/district	s *	
✓ District 1			
Retired?			
○ Yes ⓒ No			
Seminole Tribe of Florida Employer	Housing Office Coordinator Job Title	Property N	Management
Which Boards would you lil	ke to apply for?		
None Selected			
Were you nominated or rec	ommended to apply by the Mayor	or a Councilm	nember?
○ Yes ⊙ No			
Interests & Experiences			
Why are you interested in s	erving on a board or committee?		
My interest in serving on the bo affordable housing for themselv	ard is due to me wanting have a hand res and their families.	in assisting indi	viduals with
Why do you think you are q	ualified to serve on this board or	committee?	
I currently work in property man	nagement for the Seminole Tribe of Flo	rida, providing F	Policies and

Submit Date: Mar 23, 2021

Programs to tribal members.

Brief description of Education & Experience

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

Demographics

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.)
C Yes ⊙ No
Are you a registered voter?
⊙ Yes ○ No
How long have you been a City resident?
34 years
Have you attended the City University classes?
C Yes ⊙ No
Are you a United States Citizen?
⊙ Yes ○ No
Are you presently employed by the City of Port St. Lucie?
○ 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?
C 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?
⊙ Yes ♂ No

Samiea Hawkins

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

Objective: Educated as a project manager, seeking a position that enables me to showcase my ten plus years of experience in a variety of roles supporting senior management. Working in a sensitive corporate environment within a diverse team, with a reputation for meeting deadlines, detail-oriented, fast learner, excellent customer service skills, leadership, as well as organizational and budgeting acumen.

Skills:

Payroll analytics, billing analytics, auditing, compliance, project management multi-leveling reporting, excellent written and verbal communication, effective time management and prioritization skills, strong problem-solving and analytical skills, with the ability to design solutions that drive results.

System:

Advanced proficiency in MS Office Suite, Excel, Yardi, Lawson, ImageNow, AS400, JD Edwards, Voyager, PowerPoint, and MS Project

Experience: Seminole Tribe of Florida 2018-Current

Okeechobee, FL

Office Coordinator

- Maintain a working relationship with associates, members of the Tribal community, vendors and contractors
- Prepares and coordinates the collection, compilation, research and analysis of data. Develops, writes, edits, and presents comprehensive (statistical and narrative) reports for the evaluation of the Supervisor. Executing and creating Weekly Work Orders Assignments, as well as End of Month Reporting required for Accounting and Property Management.
- Creating and completing open work orders for Seminole Tribe of Florida Tribal Homeowners and Rental Units.
- Process payment request for vendors; performs and maintains records of daily entries and/or weekly check payments to monitor expenses.
- Order parts, equipment, and office supplies from manufactures as needed.
- Scheduling meetings, trainings, and other Housing events
- Create, edits, and process purchase orders, receive items and enters into computer system.

Mac 59 2016-2018

Elmhurst, NY

Shift Manager

- Prepare source data for computer entry by compiling, sorting information and establish entry priorities
- Process source documents by reviewing data for deficiencies; resolve discrepancies by using standard procedures or returning incomplete documents to the team leader for resolution

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Maintain data entry requirements by following data program techniques and procedures

Frontier Kemper 2014-2016

Long Island City, NY

Pavroll 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.

Education:

Colorado Technical University 2010 BS Business Administration concentration Project Manager

Colorado Technical University 2019

MA Business Administration -

concentration Project Management