

Application Form

Profile

Rashelle

First Name

Young

Last Name

4173 Southwest Baird Street

Home Address

Port St. Lucie

City

FL

State

34953

Postal Code

rarnoldyoung@gmail.com

Email Address

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

District 2

Mobile: (561) 319-6039

Primary Phone

Alternate Phone

Retired?

Yes No

Self

Employer

Housewife

Job Title

Homemaker

Occupation

Which Boards would you like to apply for?

Solid Waste Task Force: For Review

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

Yes No

If Yes, by whom?

Attorney Ella Gilbert

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

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

I would like to get more involved in my community and I think this is a great way to start.

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

I think I'm qualified because I see there's a problem in my city and I am willing to roll up my sleeves to fix it, even if that means I have to get on a truck myself! However, I'm sure if we put our brains together, we will come up with a solution.

Brief description of Education & Experience

I have a BBA and I have over 20 years of experience working in an office setting. I have experience in Team Leading, Conflict Resolution, and I have Problem Solving Skills.

[Rashelle-Young.pdf](#)

Upload a Resume

Demographics

Ethnicity

African American

Gender

Female

08/08/1973

Date of Birth

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.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

6 years

Have you attended the City University classes?

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?

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

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

Rashelle Young

Port Saint Lucie, FL

Authorized to work in the US for any employer

Work Experience

Concierge

Lovingly Ever After - Port Saint Lucie, FL

November 2017 to Present

This is a personal concierge business that I started myself. I plan and execute intimate events for couples or small groups. The client gives me a budget and a theme, and I take care of everything else. Most people love for me to provide the element of surprise. I decorate hotel rooms, bedrooms, areas in restaurants, park & beach areas, etc. I even personally shop for, wrap & deliver items for all occasions to places of employment, schools, etc.

Office Assistant

Inter Page Wireless - Port Saint Lucie, FL

August 2014 to April 2020

- **Billing and Collections:** in charge of sending out Net 30 invoices, sending out collection letters, making collections phone calls/billing arrangements, charging client credit cards, receiving checks into Quickbooks, and completing daily deposits.
- **Human Resources:** in charge of employee files, employee benefits, and worker's compensation.
- **General Office:** received all mail, sorted accordingly, paid all bills including utilities and sales and used tax, answered phones, filing, filled in for back office when needed, created shipping labels, and held packages if accounts were past due.

Curriculum Specialist

Coalition for Independent Living Options - Lake Worth, FL

June 2008 to January 2014

- Develop modules and classes for the special needs clients pertaining to computer literacy, personal hygiene, and comprehensive sexual education based on each one's developmental level.
- Facilitate the modules and classes developed to each individual client based on a schedule and keep adequate record of their progress.
- Work inside the summer camp with groups during the summer instructing personal hygiene and comprehensive sexual education based upon comprehension levels.

Education

Bachelor's in Business

Northwood University-Michigan - West Palm Beach, FL

April 2002 to December 2004

Associate in Psychology

Bethune-Cookman College - West Palm Beach, FL

August 1998 to May 2000

Associate in Medical Assisting

New England Institute of Technology - West Palm Beach, FL

July 1993 to December 1994

High school diploma

Palm Beach Lakes High School - West Palm Beach, FL

August 1987 to June 1991

Skills

- Clerical Experience
- Human Resources
- Payroll
- QuickBooks
- Microsoft Office
- UPS World Ship
- Accounts Payable
- Office Management
- Administrative Experience
- Event Planning
- Family Planning
- Anatomy Knowledge
- Office Administration
- Workers' Compensation
- Physiology Knowledge

Assessments

Administrative assistant/receptionist — Highly Proficient

January 2021

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [Highly Proficient](#)

Data entry: Accuracy — Proficient

February 2021

Entering data quickly and accurately

Full results: [Proficient](#)

Scheduling — Proficient

February 2021

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

- I was employed by various physicians from 1994-2003 in the field of OB/GYN. I have worked both front office and back office and held positions of Medical Assistant Supervisor and Office Manager.
- From 2003-2008 I worked in various positions as an Educator in the Medical Assistant capacity, Family Liaison, and Comprehensive Sex Educator: —MA Instructor for Lincoln College and Florida Career College. —Family Liaison (which consisted of teaching parenting classes) for Housing Partnership Beacon Center, located at West Riviera Elementary School. My responsibility was to bridge the gap between the parents and the school. —As a Comprehensive Sex Educator, my employer was Planned Parenthood. My responsibility was to go into the community and facilitate age appropriate classes based on personal hygiene, anatomy & physiology, birth control, self-esteem, human sexuality, etc.