

Application Form

Profile

Kimberly
First Name

Jackson
Last Name

5550 NW Cordrey St.
Home Address

Port St. Lucie
City

FL
State

34986
Postal Code

jackson0802@comcast.net
Email Address

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

District 2

Home: (561) 254-8735
Primary Phone

Alternate Phone

Retired?

Yes No

Prestige Quality Management
Employer

Manager
Job Title

Property Management
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

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 have recently relocated to the beautiful Port St. Lucie area. I have always been involved in the beautification of communities. I enjoy giving back and being involved.

Kimberly Jackson

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

I recognize the need to be solution oriented. There is a problem with trash pick up and I want to be involved in assisting to create a resolution that will benefit all.

Brief description of Education & Experience

BA in Business MA in Public Relations

[Kimberly Jackson-Property_Manager2021.docx](#)

Upload a Resume

Demographics

Ethnicity

African American

Gender

Female

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 mos

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

If Yes, please describe:

Writing a worthless check

If Yes, where were you convicted?

Palm Beach County

If Yes, provide the date of conviction:

1983, 1984

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

Kimberly Jackson

jackson0802@comcast.net • 5550 NW Cordrey Street, Port St. Lucie, FL 34986 •
(561)254-8735

Executive Profile

Experienced Manager who brings a personalized technique in management oversight with over eight years of experience in directing entire operations of business management, which includes finance management, leasing, insurance, vendor screening and implementation processes, vendor negotiations and maintenance.

Skill Highlights

- Small business development
- Project development and management
- Budgeting and forecasting
- Process improvement
- Multi-unit operations management
- Proficient in contract negotiations

Experience

Prestige Quality Management, LLC

Property Manager **2009 – 2021**

- Prepare and manage common area property
- Prepare and monitor annual budget to include the common area maintenance
- Conduct property inspections for compliance and maintenance
- Analyze projects and prepare bid request to include contract language
- Negotiate contract pricing and terms
- Manage all contract awards and execute contract changes if any
- Monitor and inspect all contractual work for compliance
- Serve as point of contact for customer on contractual matters
- Resolve any conflicts
- Ensure that payments have been made in a timely manner
- Maintain database for record keeping purposes
- Manage a call center using the Arise Platform

Riviera Beach CRA, 2001 Broadway, Ste. 300, Riviera Beach, FL 33404

Consultant for the Marina Event Center 2014 - 2016

- Recommended strategies to minimize expenses
- Established and finalized common area maintenance (CAM) allocation

Kimberly Jackson



- Initiated and finalized the CAM budget
- Prepared bids and negotiated terms for service contract
- Provided tours of service areas
- Interviewed potential contractors/vendors
- Served as the point of contact between external and internal parties during contract request
- Completed and secured the Leed Certification Award

Viking Developers, 1550 Avenue C, Riviera Beach, FL 33404

VP Community Relations 2015 - 2016

- Defined community projects, strategies and tactics
- Established and maintained cooperative relationships with community and public interest groups
- Planned and implemented special events
- Cultivated positive relationships using public relations campaigns
- Conducted public meetings
- Gathered and analyzed data on community needs and interest

Education

Ashford University **Clinton, IA**
2012 Master of Public Administration

- Golden Key International Honor Society

University of Phoenix **Palm Beach Gardens, FL**

2010 Bachelor of Science, Business Management
• Delta Mu Delta International Honor Society

State of Florida Licensed Community Association Manager

Community Involvement

Eta Phi Beta Sorority Member 2014 – Present
Past Member of the Thousand Oaks HOA 2005 - 2014
Community Special District Member – 2005 – 2021
Past Member of FoundCare – Board Member – 2008 – 2013
Past member of the Riviera Beach Planning and Zoning Board – 2013 – 2015
Served on Riviera Beach Audit Committee 2019