

Application Form

Profile

Tiffany

First Name

Erwin

Last Name

2957 se Buccaneer circle

Home Address

Port st lucie

City

FL

State

34952

Postal Code

tiffanyerwin14@gmail.com

Email Address

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

District 4

Mobile: (772) 267-7993

Primary Phone

Alternate Phone

Retired?

Yes No

Infiniti Stuart

Employer

Accountant

Job Title

Bank reconciliation

Occupation

Which Boards would you like to apply for?

Districing Commission: For Review

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

Yes No

If Yes, by whom?

David Pickett

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 explored many volunteer roles in my community. I am interested in an opportunity to be more involved. I believe I am compassionate enough to keep the interest of the people as my top priority. I have interest in supporting initiatives that resonate with me as well interest in positions that intellectually challenge my views and understandings.

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

I see the need for having a balanced district so that no single council member is over burdened.

Brief description of Education & Experience

I am an accountant with a finance degree. I have been volunteering with various charities for over 4 years. I come from 4 generations of farmers and hard workers and I hold a lot of pride in my worth ethic and ability to adjust to fast changing situations.

[Tiffany Erwin Resume.docx](#)

Upload a Resume

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.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

5 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

Tiffany Erwin

Tiffanyerwin14@gmail.com | 772-267-7993

Summary

Seeking a position with a company that will allow me to utilize my skills and continue to advance my knowledge. I have excellent communication skills and customer relations. I have experience in CDK software and all Microsoft programs.

Education

-Eastern Gateway Community College | Business Management – Finance | August 2018 – August 2020

Associates Degree

Awards: Dean's List & President's List

-Value Homes Real Estate School | Sales Associate | May 2019 - November 2019

-Chattahoochee Valley Community College | Maintenance | June 2015 - December 2015

-Central Alabama Community College | General Studies | June 2009 - May 2010

Work Experience

Infiniti Stuart | Accounting/ Bank Reconciliation | December 2020 – Present

I performed daily reconciliation for all Operating, Incoming, and Offset bank accounts for Audi Stuart, Infiniti Stuart, Alfa Romeo & Maserati Stuart, Bentley of Jacksonville & Ferrari of New Jersey. I also processed vehicle payoffs for all stores. I am proficient in CDK software.

Concerns of Police Survivors | Event Coordinator | December 2016 – Present

I help coordinate for the C.O.P.S charity golf tournament through The McDavid Group. I work closely with The McDavid Group during the set-up for the pre-tournament events as well as the golf tournament.

The McDavid Group | Accounting/Supervisor | March 2019 – March 2020

I performed monthly reconciliation, processed cancellations, group trend reports, and organized travel receipts. I helped facilitate audits to receive unpaid contracts from the dealerships as well as assuring all contracts were properly written with the correct information. I supervised 1 employee during my time at The McDavid Group.

Breathe Easy Commercial Cleaning, LLC | Owner/Manager | June 2019 – June 2020

I owned and operated a commercial cleaning company specialized in commercial cleaning for real estate and commercial businesses.

Royal Waffle King | Assistant Manager | August 2013 – June 2015

I assisted the manager in training needs, inventory, scheduling, and customer service. I supervised 4-5 employees on various shifts. I also assisted in interviewing potential employees. I monitored and evaluated employee work performance and followed up on areas needing improvement.

Trawick Farms | Farm Management | June 2010 - August 2013

I was responsible for the maintenance of two chicken houses that produced eggs. I maintained the laying belt and operation of all associated equipment. I maintained the automatic feeders, automatic water equipment and alarm systems. I was responsible for maintaining air conditioning equipment including fans and automatic curtain controls. I kept daily reports of all numbers concerning eggs and chickens via Microsoft Excel.