

TOWN OF EATONVILLE, FLORIDA



BOARD APPOINTMENT INFORMATION FORM

APPLICATION FOR: Planning Board

The Town Council of the Town of Eatonville is seeking citizens to serve on duly constituted Town Boards and Commission which have been established to assist and advise the Town Council on specific matters for consideration which have been assigned to the respective Commission/Boards. Please complete this application and attach a brief resume or any additional information which you feel will assist the Town Council in their selection. The application should be typed or clearly printed and filed with the Town Clerk.

1. Name: Tanecia Brooks Home Phone: 407-739-0364
2. Address: 147 S West St
3. Are you employed by the Town? Yes _____ No: X
4. Business Address: 147 S West St
5. Business Phone: 407-637-9403 email: taneciabrooks@gmail.com
6. Brief Resume' of Education and Experience: Please See Atached
7. Are you a Resident of the Town? Yes: X No: _____
8. Are you a Registered Voter? Yes: X No: _____

MEMBERSHIP IN THE COMMUNITY ORGANIZATONS OR PROFESSIONAL GROUP: _____
Founder, Black Girls Read; Community-based wellness and educational initiatives

9. Have you previously served on a Town Board? Yes: X No: _____
10. Please indicate other Town Council and/or Boards for which you wish to be considered for appointment by the Town Council: _____
Planning Board – 1st Choice; Arts Advisory Committee – 2nd Choice; CRA Advisory Committee – 3rd Choice

Please indicate briefly why you would like to be appointed to serve on a Board or Committee: Please See Attached

Do you attend Council meetings on a regular basis? Yes: _____ No: _____ X - I have a new schedule and I am committed to increasing my attendance.

Thank you for your interest in serving the Historic Town of Eatonville. Please indicate below your first, second and third preference below. Please carefully consider your obligations before choosing which board you would like to serve. A description of each board is included in this application. Please note that in

Tanecia Brooks

147 S West St

Eatonville, FL 32751

TaneciaBrooks@gmail.com

407-739-0364

Date: February 27, 2026

Town of Eatonville

Office of the Town Clerk

307 E Kennedy Blvd

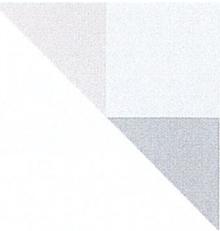
Eatonville, Florida 32751

RE: Board Appointment Application – Planning Board

Dear Members of the Town Council,

Please accept this letter as additional information in support of my Board Appointment application.

I am a resident and small business owner who is committed to the continued growth and stability of Eatonville. My professional background includes operating community-centered businesses, coordinating events, managing vendors, and working within structured systems that require organization, accountability, and thoughtful decision-making. I have also previously



served on the Town of Eatonville Canvassing Board, which strengthened my understanding of municipal process and public responsibility.

While service on a planning or advisory board would be new for me, I approach it with respect for the role and a willingness to learn. I understand that these boards require careful review of materials, preparation, and constructive participation. I am prepared to take that responsibility seriously.

I am particularly interested in the Planning Board because development decisions shape the long-term direction of our town. Eatonville's historical significance makes thoughtful growth especially important. I am also interested in the Arts Advisory Committee due to my involvement in community programming and cultural initiatives, and in the CRA Advisory Committee because redevelopment decisions impact business opportunity and neighborhood vitality.

My goal is simply to serve in a way that reflects integrity, preparation, and respect for Eatonville's legacy and future.

Thank you for your time and consideration.

Respectfully,

Tanecia Brooks



TANECIA BROOKS

Maitland, FL
(407) 739-0364
TaneciaBrooks@gmail.com

Planning & Development | Administrative Coordination | Community Engagement

PROFESSIONAL SUMMARY

Versatile and community-rooted planning professional with 15+ years of cross industry experience in administrative support, process coordination, and public engagement. Skilled in managing systems, facilitating interdepartmental communication, and delivering people centered solutions in fast paced environments. Adept at juggling multiple priorities, streamlining operations, and holding space with both structure and soul.

RELEVANT EXPERIENCE

Founder | Planning & Operations Coordinator

House of Selah – Eatonville, FL | 2019 – Present

- Lead planning, scheduling, and client communications for four wellness brands under House of Selah
- Coordinate digital filing systems, forms, contracts, and event logistics for retreats and community events
- Manage client intake, document processing, and delivery of resources across coaching and holistic services
- Liaise between platforms and service areas to ensure seamless communication and timely completion

Brand Liaison & Coordinator

LND Express – Orlando, FL | 2018 – 2023

- Processed invoices, tracked payments, and supported high-volume account management
- Served as an internal liaison between departments and customers to resolve issues
- Contributed to customer retention, administrative flow, and day-to-day coordination needs

Associate Sales Representative

TechData Corp – Largo, FL | 2017 – 2019

- Managed 400+ accounts, tracking inventory, pricing, and client service touchpoints
- Facilitated internal communication across departments to fulfill B2B

CORE COMPETENCIES

- *Planning & Permit Coordination
- *Administrative Workflow Management
- *Customer & Public Engagement
- *Recordkeeping & Digital Systems
- *Project Support & Multitasking

ENTREPRENEURSHIP

Founder | House of Selah Brands

Bouji Brunches – Event catering & charcuterie brand in Central Florida

Black Girls Read – 107k+ member book collective for Black women's literacy & liberation

Selah's SoulScape Travels – Retreat & group travel coordination for healing journeys

Selah Love Photography – Sacred lifestyle & beach photography for wellness storytelling

client needs

Office Supervisor

SDDS – Orlando, FL | 2003 – 2013

- Directed team operations including hiring, training, and daily delegation
- Oversaw contract intake, records management, and timely product delivery
- Delivered monthly performance reports and maintained administrative compliance

EDUCATION & CERTIFICATIONS

Florida College of Natural Health – Maitland, FL

A.S. in Natural Health, Traditional Chinese Medicine & Energy Work (2004)

- Trauma-Informed Coaching, Energy Work, EFT/TFT, and Somatic Healing Practices

Southwest Institute of Healing Arts – Tempe, AZ (2025)

Diploma: Integrated Healing Arts Practitioner

- Earth-Based Ceremony Facilitation, Intuitive Coaching, Meditation & Spiritual Leadership