

Application for Employment

Print

Submitted by:

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Status: Open

Priority: Normal

Assigned To: Human Resources

Due Date: Open

Attachments

- [Madison Redd Resume.pdf](#) - 2023-12-07 09:57:37 am

LEVY COUNTY BOARD OF COUNTY COMMISSIONERS

APPLICATION FOR EMPLOYMENT

P.O. BOX 310

BRONSON, FL 32621

TELEPHONE: (352) 486-5218 EXT. 3

FAX: (352) 486-5167



Instructions: Complete all items. If a question is not applicable, type "N/A". Do not leave any sections blank. Failure to do so may result in a loss of employment opportunities. Resumes may be attached to supplement the information on the application, but are not accepted in lieu of completion of this application. This application will only be used to consider you for the one position for which you are applying. If you wish to be considered for future openings, you will need to submit a new application. *Asterisk items must be completed.

*** Position Applying For:**

Public Information Officer

Please type in the position for which you are applying for.

*** Department:**

County Commissioners Office

Please type in the Department Name.

PERSONAL INFORMATION

*** Last Name:**

Redd

*** First Name:**

Madison

*** Middle Name:**

Claire

*** Street Address:**

8471 NW 173rd Place

Home Phone:

3524439310

Cell Phone:

Ex. (123) 456-7890

*** City:**

Fanning Springs

*** State:**

FL

*** Zip Code:**

32693

*** County:**

Levy

*** Email:**

mredd@cfec.com

Type the County you reside in.

* Are you at least 18 years of age? Yes No

* Do you have a valid Florida Drivers License? Yes No

* Class: E - Regular License A B C

Endorsements: _____

* Have you ever worked under a different name? Yes No

If you selected "Yes" Name: _____
Type Name if you selected "Yes".

* Are you able to perform the essential functions of the position as listed and described on the job description for this position with or without a reasonable accommodation? Yes No

* Relatives Employed by Levy County: Do you have relatives by blood or marriage including elected officials, working for the Board of County Commissioners or other elected officials in Levy County Government Yes (If yes, please complete below) No

Full Name of Relative: _____ Dept. or Office Location: _____ Relationship: _____

* Have you ever been employed by Levy County Commissioners? Yes (If yes, please complete below) No

Dates Employed: _____ Department: _____ Supervisor Name: _____ Reason for Leaving: _____

Please enter to and from dates.

* Law Violation Record: Have you ever been convicted, pled nolo contendere, or had the adjudication of guilt withheld in connection with any criminal offense in any civilian or military court? Note: A "Yes" answer to this question will not automatically bar you from employment. The nature, job-relatedness, severity and date of the offense in relation to the position for which you are applying will be considered. Yes (If yes, please complete below) No

Offense: _____ Date: _____ Place: _____ Disposition: _____
MM/DD/YYYY
Format: MM/DD/YYYY

* Are you on the exclusion list for the U.S. Department of Health and Human Services Office of Inspector General? Yes No

EDUCATION - TRAINING - SKILLS

* Highest Education Level Attained?

Less than High School High School Graduate Tech School 2 Year College Some College Some Grad School Doctorate Bachelors Master's MD, DDS, JD Post GED

High School or Issuing Equivalent: _____
Trenton Middle High School
Type the name of School and State.

* Graduated: Yes No

Undergraduate College or Universities: _____
University of Florida
Type the name of School and State.

Graduated: Yes No

Credit Hours Completed: _____ Type of Diploma or Degree/Major Field or Study: _____
Bachelor of Arts/History
Type the number of Credit Hours Completed.

Graduate School:

Graduated:

Yes No

Credit Hours

Completed:

Type of Diploma or Degree/Major Field of Study:

Type the name of School and State.

Type the number of Credit Hours Completed.

Technical Vocational or Bus. School:

Graduated:

Yes No

Credit Hours

Completed:

Type of Diploma or Degree/Major Field or Study:

Type the name of School and State.

Type the number of Credit Hours Completed.

*** List any past accomplishments, honors, or assignments which may be relevant for the job for which you are applying:**

- Nominated for Society of Collegiate Leadership and Achievement and Graduated Cum Laude at University of Florida - Many published articles in local and regional news media while in current role at CFEC - Nominated and elected to Board leadership roles in multiple civic organizations (i.e. Chambers of Commerce, Education Foundations) - President's List, Member of Phi Theta Kappa Honor Society, and Graduated Magna Cum Laude at Florida Gateway College - Highest GPA in 2015 Trenton High graduating class at 4.2 - State finalist public speaker for Florida Future Farmers of America

If none, please type N/A.

*** Special training, knowledge, skills or abilities related to the position in which you are applying:**

- Experienced in managing organizational communications strategies both internally and externally, as well as building and maintaining relationships between the organization and the public. - Skilled in developing and implementing a communication strategy, including media outreach and content creation like press releases, website content, presentations, and other advertising material that communicates the organization's activities and services. - Experienced in responding to media inquiries, arranging interviews, and acting as a spokesperson for an organization. - Adept at building and maintaining relationships with key external players, including working directly with local governing bodies and state and federal legislators on policy and regulation that could affect the organization. - Skilled in developing advertising and promotional campaigns for existing and new products and services offered by an organization. - Experienced in sourcing content and graphic designing comprehensive informational material such as a newsletter or magazine. - Comfortable and skilled at developing content and handling public interaction on Social Media. - Experienced in coordinating surveys and polls of the public and using that data to drive communications. - Much involvement and experience participating in community and civic organizations, serving as a Board of Director/member for several groups (i.e. Chambers of Commerce, Rotary Clubs, Education Foundations, etc.)

If none, please type N/A.

LICENSES-CERTIFICATIONS-REGISTRATIONS

Please Indicate any Professional/Occupational Licenses or Registrations/Certifications you currently hold below.

Name of License/Certification/Registration:

Issued By:

Strategies for Effective Communication Certificate Program

University of South Florida

Number:

Issue Date:

Expiration Date:

State:

06/15/22

FL

Enter the License/Certification/Registration Number.

Enter the Date Issued.

Enter the Expiration Date (if any).

Enter the State Issued.

Name of License/Certification/Registration:

Issued By:

Certified Cooperative Communicator Certificate Program

National Rural Electric Cooperative Association

Number:

Issue Date:

Expiration Date:

State:

Graduating 12/15/23

FL

Enter the License/Certification/Registration Number.

Enter the Date Issued.

Enter the Expiration Date (if any).

Enter the State Issued.

EMPLOYMENT HISTORY

Experience: Beginning with your most recent job, describe your employment history, including related volunteer or other non-paid experience. This information will be used to evaluate your qualifications for this job opening and will determine your eligibility to go on to the next step of the evaluation process. Describe additional related experience on a "Separate sheet and attach to Application."

Company Name:	Phone	From Mo./Yr.	To Mo./Yr.
Central Florida Electric Cooperative, Chiefland, Florida	3524932511	09/19	Present Day

Street Address:	City:	State:	Zip:	Starting Pay:	Ending Pay:
11491 NW 50th Ave	Chiefland	FL	32626		

Job Title:	Number of Employees Supervised:	May we Contact this Employer?
Communications Specialist		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Supervisor Name:	Supervisor's Phone Number:	Reason for Leaving:
Tony Wasson - Please give me the chance to notify before contacting	3529490388	Career advancement

Duties and Responsibilities:

Communications Specialist responsible for managing Cooperative communications both internally and externally. Areas of expertise include web and print content development, public speaking, and project management. Also involved in communication campaign implementation, relationship building, media outreach, and other public relations on behalf of the organization.

Company Name:	Phone	From Mo./Yr.	To Mo./Yr.
Ameris Bank	3524637171	02/18	09/19

Street Address:	City:	State:	Zip:	Starting Pay:	Ending Pay:
530 E Wade Street	Trenton	FL	32693		

Job Title:	Number of Employees Supervised:
Universal Banker & Consumer Lender	

Supervisor Name:	Supervisor's Phone Number:	Reason for Leaving:
Michael McElroy	352-575-3060	Opportunity to work in marketing/communications for the electric cooperative.

Duties and Responsibilities:

Universal Banker responsible for opening customers' checking or savings accounts, providing all needed services for the life of those accounts, and handling various account transactions. I am also primarily responsible for selling and cross-selling bank products and services, such as credit cards, investment options, and other tailored accounts. I resolve customer service issues in-person or via email or phone daily. I also work directly with customers to help them secure credit and financing for a variety of applications including home and auto purchases.

Company Name:	Phone	From Mo./Yr.	To Mo./Yr.
Campus USA Credit Union	Ex. (123) 456-7890	04/17	02/18

Street Address:	City:	State:	Zip:	Starting Pay:	Ending Pay:
14007 NW 1st Road	Newberry	FL	32669		

Job Title:	Number of Employees Supervised:
Personal Banker	

Supervisor Name:

Supervisor's Phone Number:

Reason for Leaving:

Ex. (123) 456-7890

Promotion to higher position at another banking institution

Duties and Responsibilities:

Personal Banker providing account services to members by receiving deposits and loan payments; cashing checks; issuing savings withdrawals; recording night and mail deposits; selling cashier's checks, traveler's checks, etc., answering questions in person or on telephone; and referring members to other bank services.

Company Name:

Phone

From Mo./Yr.

To Mo./Yr.

Ex. (123) 456-7890

Street Address:

City:

State:

Zip:

Starting Pay:

Ending Pay:

Job Title:

Number of Employees Supervised:

Supervisor Name:

Supervisor's Phone Number:

Reason for Leaving:

Ex. (123) 456-7890

Duties and Responsibilities:

Veterans' Preference

Applicants seeking Veteran's Preference should attach the Veteran's Preference Request Form and a Copy of their DD 214 to this Application

* Do you wish to Claim Veterans' Preference?

Yes (If Yes, please complete below)

No

Branch:

Entry Date:

Discharge Date:

REFERENCES

List 3 References who are NOT Relatives.

* Name:

* Complete Address:

Phone

* Occupation:

* Years Known:

John Meeks

11750 NE 107th Place Archer,
FL 32618

3522224442

Levy County
Commissioner
District 1

3

Include Zip Code.

* Name:

* Complete Address:

Phone

* Occupation:

* Years Known:

Michelle Walker-
Crawford

3829 S Us Highway 129 Bell, FL
32619

3522582700

Educator/Gilchrist
County School
Board Member
District 3

20

Include Zip Code.

* Name:	* Complete Address:	Phone	* Occupation:	* Years Known:
Michael Mcelroy	10649 SE County Road 319 Trenton FL 32693	3525753060	Gilchrist County Tax Collector	10

Include Zip Code.

ACKNOWLEDGEMENT

Please read carefully, check I Acknowledge for each paragraph, and sign below.

* I authorize any person, school, current employer (except as expressly noted), past employer(s), and organizations named in this application form (and accompanying resume or other documentation, if any) to provide Levy County with relevant information and opinion, personal or otherwise, that may be useful in making a hiring decision. I release all parties from all liability for any damage that may result from furnishing information and opinion to you. Additionally, I understand that Levy County may conduct a background check as well as check a check of any social media pages I may have.

I Acknowledge

* Levy County is a Drug-Free Workplace. I understand that as a condition of employment I may be required to take a post-offer/pre-employment alcohol/drug test. I further understand that, if management suspects that I am unable to perform my job without endangering others or myself at any time during my employment, I may be required to take an alcohol/drug test.

I Acknowledge

* I hereby acknowledge that I have read the above statements and understand them. I certify that I, the undersigned applicant, have personally completed this application. I declare that the facts contained in the application (or any resume or other documents submitted) are true and complete to the best of my knowledge. I understand that any misrepresentations or omissions may disqualify me from further consideration for employment, and will result in my dismissal from employment, if discovered at a later date.

I Acknowledge

*** Applicant Signature:**

*** Date:**

Madison C. Redd

12/07/2023

Format: MM/DD/YYYY

All applications are subject to Florida Public Records Law

LEVY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Levy County Government Center
310 School Street, Room 112
Bronson, FL 32621

Upload a File

No file chosen

Resume/Copies of Certifications/Licenses

MADISON REDD

Communications Specialist, Central Florida Electric Cooperative

8471 NW 173 Place

Fanning Springs, FL 32693

mredd@cfec.com

352-443-9310

12/07/2023

Jacqueline Martin

Human Resources Manager

Levy County

P.O. Box 310

Bronson, FL 32621

Dear Hiring Team,

I am writing to express my interest in the position of Public Information Officer for Levy County. With over four years of experience with CFEC as a Communications Specialist, also responsible for producing all marketing and communications content for the fiber-optic buildout effort, I am confident in my ability to communicate effectively and professionally on behalf of Levy County and the various departments underneath that umbrella. I am adept in public relations and communications through social media implementation, detailed press releases and other media coverage generation, and both digital and print advertising.

I am skilled at content creation and have successfully utilized various communications and advertising channels in my work for both the Co-op and Fiber by Central Florida, to educate the public, maximize brand visibility, and generate leads. I also possess strong leadership and communication skills, which have proven instrumental in building and maintaining strong business relationships with key stakeholders, including members, government and community partners, and cross-functional teams. I am adept at developing and delivering presentations and proposals on behalf of an organization and can confidently and effectively convey the value and benefits of the services the County provides its residents.

In addition to my experience and personal qualities, I have a solid educational foundation and a passion for public relations and communications. As a Gilchrist County native, now living in Levy County, my roots run deep in our area, and I have a strong desire to contribute to the betterment of the residents living and working here. Please review my attached resume for additional details regarding my expertise and abilities. I believe you will find I am an ideal candidate for the Public Information Officer position. I am excited about the opportunity to contribute to the important work being done at the county level for our communities. Thank you for considering my resume, and I look forward to the opportunity to further discuss the position.

MADISON C. REDD

Mobile: (352) 443-9310

Email: mredd@cfec.com

Innovative communications professional with over four years of expertise in the communications field. Areas of expertise include web and print content development, public speaking, and project management. Creative thinker who develops tactical and strategic communications plans that meet organizational goals. Known for cross-functional expertise in communication campaign implementation, content development, relationship building, and public relations.

Areas of Expertise

- Public Relations
- Content Creation
- Communications Management
- Media Relations
- Project Management
- Story Creation
- Social Media
- Data Analytics
- Product knowledge
- Relationship Building
- Communication Channels
- Innovative & Critical Thinking

Professional Expertise

Central Florida Electric Cooperative, Chiefland, Florida

Communications Specialist

September 2019 to Present

- Manages Cooperative communications strategies both internally and externally.
- Builds and maintains the relationships between the cooperative, members, and the public.
- Plans and develops all current communications and marketing material for CFEC subsidiary Fiber by Central Florida.
- Develops and implements a communication strategy, including media outreach and content creation.
- Writes, edits, and distributes content, including publications, press releases, website content, speeches, and other marketing material that communicates the organization's activities and services.
- Responds to media inquiries, arranges interviews, drafts all formal press releases, and acts as a spokesperson for the organization.
- Builds and maintains relationships with key external players, including working with local and federal governments to control policy, legislation, and regulations affecting the electric and broadband industries.
- Prepares and edits the Company's publications and reports for internal and external audiences.
- Assists in planning and coordinating the Cooperative's Annual Membership Meeting, including drafting various notices for the newspapers and radio.
- Develops advertising and promotion campaigns for existing and new products and services for both Co-op and Fiber subsidiary.
- Gathers content, writes, designs, and publishes a 12-page monthly member magazine.
- Develops all content and manages all member interactions on Co-op and Fiber by Central Florida social media pages.
- Coordinates member surveys and polls as needed.
- Participates and serves as a Board of Director/member in multiple community organizations like Chambers of Commerce, Rotary Clubs and Education Foundations on behalf of the organization.

Other positions

Ameris Bank Universal Banker/Consumer Lender	Trenton, FL	February 2018 to September 2019
Campus USA Credit Union, Personal Banker	Newberry, FL	April 2017 to February 2018
Billy Smith Watermelons, Inc. Office Manager	Trenton, FL	April 2013 to August 2016

Education & Certifications

Bachelor of Arts, Concentration in History University of Florida, Gainesville, Florida	2016
Associate of Arts Degree Florida Gateway College, Lake City, Florida	2015
Strategies for Effective Communication Certificate Program University of South Florida, Tampa, Florida	2022
Certified Cooperative Communicator Certificate National Rural Electric Cooperative Association	2023