



# Advisory Board/Committee Application

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<b>DATE:</b>	5-19-22	<b>NAME:</b>	Brandi Dugger
<b>ADDRESS:</b>	15983 Whipponwill Circle Westlake, FL 33470		
<b>PHONE:</b>	423-213-8981	<b>E-MAIL:</b>	brandi.dugger@palmbeachschools.org
What is the Board/Committee of your choice?		Special Event Committee	
How long have you lived in the City of Westlake?		3 years	
Are you a full-time resident? If not, how many months do you reside in City?			Yes
Are you a registered voter?		NO	
Current occupation and employer, if retired, please list previous occupation and employer:		Palm Beach County Schools	
Do you currently hold public office? If so, what is the office?			NO
Please list any business, volunteer, community activities you have been involved in:			
I currently serve on Hammocks HOA BOD as secretary. I am chairman of development committee. I volunteer for events at Acreage Pines Elem.			
Have you ever been convicted, plead no contest, plead guilty or had the adjudication of guilt withheld for any criminal offense other than a minor traffic violation? If yes, please explain.			
N/A			
Would you and/or any organization with which you are affiliated, benefit from decisions or recommendations made by this advisory board/committee? If yes, explain:			
N/A			
Experience. Please list experience and/or and any knowledge, skills, abilities, or qualifications that you possess and believe relevant to the board/committee for which you seek appointment:			
I have over 5 years of experience in marketing and event planning. My skill set has allowed me to successfully build and create community relationships by planning and executing events. Resume is attached.			

Resumes are encouraged to be attached, and any other information you feel pertinent. This application should be forwarded to the City Clerk, Zoie Burgess: [zburgess@westlakegov.com](mailto:zburgess@westlakegov.com) or by mail/in person: City of Westlake, City Clerk's Office 4001 Seminole Pratt Whitney Road, Westlake, Florida 33470.

Thank you for volunteering to serve the citizens of Westlake.

# Brandi Lynn Dugger

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## **SUMMARY OF QUALIFICATIONS:**

- Result driven with the ability to intentionally and genuine connect by community outreach.
- Goal directed, committed, and proficient in the areas of time management, information technology, multi-tasking and work ethic.
- Leadership ability, excellent communication and listening skills with colleagues and clients
- Proven local marketing effectiveness
- Seven years of experience in office management and event planning.
- Ability to organize, prioritize and work under extreme work pressure, heavy workload and deadlines.
- Dependable, reliable, and tea oriented self-motivated employee.
- Proficient in all Microsoft office and Apple/Mac products
- Strong support to center staff and management, efficient with bookkeeping, appointment setting, and attention to detail.

## **Career Objective:**

To obtain a position with the City of Westlake's first Special Event Committee that will allow me to utilize my educational background, enthusiasm, creativity, leadership, and personal strengths to help our city grow to its full potential. I am passionate about sharing, inspiring, representing and building our community.

## **Education:**

2013- 2016, Florida Southwestern State College, Fort Myers, Florida

Associates in General Studies, concentration in Elementary Education. Dean's List GPA

3.5 2012-2013, Sunstate Academy, Cosmetology, Fort Myers, Florida (20 credit hours obtained)

2010-2012, Northeast State Community College, Blountville, TN Early Childhood Education (46 credit hours obtained)

2009-2010- Tennessee Technology Center, Elizabethton, TN

Career Diploma in Dietary Management/Nutrition

2005 – Happy Valley High School, Johnson City, TN

High School Diploma/ University Studies

## **EXPERIENCE:**

*September 2020 - current*

Palm Beach County School District

Interim First Grade Teacher

*December 2020-current*

Hammocks Board of Directors

Secretary

Chairman of Development Committee

Successfully Organize four annual events for over 300 community residents.

Increased community relationships by planning and executing community events.

*August 2017- April 2019*

Boynton Lakes North Homeowners Association  
Chairman of Social Committee  
Maintain Budget & Community outreach  
Event planning for community

*October 2015-September 2018 Jenny Craig, Weight Loss Consultant, Boynton Beach, Florida*

- connected and identified my client needs and challenges while impacting their lives positively
- set goals, motivated, and supported my clients while building a great rapport
- Displayed administrative support and monitored daily goals

*March 2014-January 2015 Regis Corporation, First Choice Haircutters Fort Myers, Florida, Hair Stylist/ Coordinator*

- built great rapport with clients
- Maintain and establish personalized hair styles and home care maintenance programs -secured new clients as well as maintained new ones.
- achieved monthly sales goals
- local marketing to increase client base

*August 2013-June 2014 Mary Kay Beauty Sales Consultant, Johnson City, Tennessee*

- host and organized parties to release and educate team on new products
- recommended products to suit the customers' complexion, skin-type and face shape - demonstrating the use of products, for example by giving facials or applying make-up - promoting products and giving demonstrations to groups.

*2007-2012 Office Manager/Salon Coordinator, Sher Extensions and the Lash Connection Salon*

- Ultimately responsible for building and maintaining a fiscally healthy business with high customer satisfaction and creative innovation
- Staff educator
- Recruited stylist
- Established rapport with local businesses
- Initiated recognition program, which honored staff for attendance and work quality
- Coordinated with the managing director to plan events, marketing, and advanced training
- Coordinated and managed the day-to-day operations of a salon and ensure productivity goals are met. Scheduled stylists and matched clients to a particular stylist according to their needs.
- Maintained records and reports.
- Exceeded and maintained performance target sale quotas quarterly

*2010-2011 Brand Ambassador- All State Promotions Tri- State Area, TN*

- Represented and increased sales for Major National Brands and Agencies such as Nascar and Crown Royal.
- Promoted products and/or various company brands
- Increased customer awareness and boost product sales.
- Increased sales by local marketing
- Responsible for training new staff, driving to scheduled events, schedule management

*2006-2008 Salon Coordinator, Endless Summer Day Spa Johnson City, TN-Duties implied answering telephones and intercoms, taking messages, responding to inquiries, giving directions*

to center, providing comprehensive secretarial and clerical support to center staff and management, assisted with bookkeeping, and payroll.

-Greeted visitors, conducted center tours as needed, provided basic information to visitors, callers, handled daily staff scheduling. Other responsibilities: processing maintenance requests substituting for manager and supporting staff as needed. I assisted in opening and/or closing of the facility at the beginning and/or ending of each day as needed, organized, publicized, and registered staff for workshops, staff development.

#### ACCOLADES AND INVOLVEMENTS

Student member American Association of Dietary Managers. I have been involved in many projects in the community, such as the Ronald McDonald House, toys for tots, children's miracle network, Susan G. Komen for the cure Foundation. Spokeswoman for beauty, health, food, and retail tradeshow.

\*\*\*References available upon request\*\*\*