



**Candice Seymour**  
4020 Flagler Estates Blvd  
Hastings, FL 32145  
386-793-4629  
CLambert@alumni.flagler.edu

---

August 10, 2015

City of Flagler Beach  
105 2<sup>nd</sup> St S  
Flagler Beach, FL 32136  
ATTN: Human Resources

RE: City Manager

Dear Mrs. Mathis,

As a former resident and current employee of the City of Flagler Beach—having grown up in and around this charmingly laid-back beach town—I have fostered a passion for the City, its residents, and the employees that keep Flagler Beach at its best every day. It is with this passion, a positive attitude, education, and experience that I apply for the position of City Manager of Flagler Beach.

Though my ten years in the workforce is less than many other applicants, it has been ten years of diverse experience and education. Flagler College harnessed my creative talents and honed my communication skills. With Tour St. Augustine Inc., I learned valuable lessons in customer service; how to handle crowds of varying sizes, ages, personalities, and backgrounds; and office operations. When Old Florida Museum hired me as Public Tour Coordinator—a position which required me to entirely manage one branch of the company with no management experience—I pursued and attained my Masters in Business Administration just to be proficient in my new role. Axis Consultants taught me bravery and perseverance making cold-calls to businesses for commission. My first week out on my own I was the 24<sup>th</sup> best Quill sales consultant in the Country.

Most importantly, as Customer Service Representative for the Flagler Beach Building Department, I have participated in many aspects of the City's operations. Not only have I worked closely with our Permit Technician and Building Official processing building permits, I learned and streamlined the Local Business Tax Receipt and Short-Term Rental Permit processes with little outside direction. I have worked closely with the City Clerk's Office as they instructed me in the minutes-taking/writing process when I took on the role of Secretary to the Planning and Architectural Review Board (PARB). I assist the City Planner with research and preparing packages for the PARB and other projects. When the City's Code Enforcement Officer/Building Official needed assistance, I began learning the Code Enforcement process and have now achieved a Level One Florida Association of Code Enforcement Certification. I input most of the Purchase Orders for my department and have been shown how to navigate the General Ledger program to find fees and make sure they are assigned to the correct GL codes. Though I know these experiences do not encompass every aspect of the City's functions, it gives me a well-rounded understanding of the basic components that move the City forward and I am always wanting to learn more. Flagler Beach has an incredible staff and it is an honor and privilege to work with and learn from them in any capacity. I believe my upbeat yet professional attitude, education, and work experience both outside and within Flagler Beach well-qualify me for the City Manager position.

I look forward to speaking with you and to setting up an interview at your convenience.

Thank you for this opportunity and for your consideration.

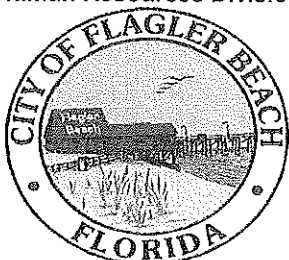
Best Regards,



**Candice J. Seymour**  
CLambert@alumni.flagler.edu  
386.793.4629

# City of Flagler Beach

Human Resources Division



105 South 2nd Street,  
Post Office Box 70  
Flagler Beach, Florida 32136  
Phone (386) 517-2000 Fax (386) 517-2008

## INSTRUCTIONS:

Please print or type all information. The application must be filled out accurately and completely. Answer all questions. Do not leave an item blank. If an item does not apply, write N/A (not applicable). Incomplete applications will not be considered. All statements made on the application are subject to verification. Exaggerated, false, or misleading statements may be cause for rejection of the application and/or termination of employment. Eligibility for hire may be based on a rating of this application; therefore, completeness and accuracy is of the utmost importance.

## OFFICE USE ONLY

APPROVED ☐

DISAPPROVED ☐

REASONS:

BY: \_\_\_\_\_

Received: \_\_\_\_\_

Position Applied For: City Manager

Last Name: Seymour First: Candice Middle Initial: J

Street Address: 4020 Flagler Estates Blvd

City: Hastings State: FL Zip Code: 32145

Home Phone: 904-692-2914 Work/Message Phone: 386-793-4629 E-Mail: CLambert@alumni.flagler.edu

## Please Check Appropriate Response

1. Have you ever worked for the City of Flagler Beach?  
☒ Yes ☐ No  
If yes, please give date(s) of employment. 2/14 - Present

2. Are you a U.S. citizen? ☒ Yes ☐ No  
If no, are you authorized by Immigration and Naturalization to work in the U.S.? ☐ Yes ☐ No

Alien #A: N/A  
Admission #: \_\_\_\_\_

3. Will you work night shift? ☒ Yes ☐ No  
Will you work weekends? ☒ Yes ☐ No

4. Have you ever been fired, forced to resign, or resigned in lieu of termination? ☒ Yes ☐ No  
If yes, please explain below:

Employer's Name: Outback Steakhouse Date: Sept 2005  
Reason: Misunderstanding - was re-offered the position and I declined it.

5. Are you related to a City employee or is any member of your family employed by the City of Flagler Beach?  
☐ Yes ☒ No If yes, please give the person's Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Department: \_\_\_\_\_

6. Have you ever been found guilty of, had adjudication withheld, or pled no contest to any violation of law?  
☐ Yes ☒ No

If yes, please give details below:

Date: N/A

Agency: N/A

Offense/Charge: N/A

☐ Felony ☐ Misdemeanor ☐ Other

Explanation / outcome: N/A

Note: A conviction does not automatically mean you cannot be employed by the City of Flagler Beach. The nature of the offense, how long ago it occurred, etc., are given consideration.

Attach additional sheets as needed.

7. Were you in the U. S. Armed Forces? ☐ Yes ☒ No  
Did you receive an honorable discharge? ☐ Yes ☒ No  
Do you claim veteran's preference? ☐ Yes ☒ No

If yes, a copy of your DD 214 must accompany this application.

# 8. DRIVER'S LICENSE INFORMATION

Do you have a valid Driver's License? ☒ Yes ☐ No  
 Driver's License Number: SS60-110-87-764-0  
 State: FL Expiration Date: 7-24-2017  
 CDL Class: N/A - Class E  
 Endorsements: N/A

Has your license ever been suspended? ☐ Yes ☒ No  
 Has your license ever been revoked? ☐ Yes ☒ No  
 If yes, please provide dates and explain: \_\_\_\_\_

# 9. PLEASE LIST ALL TRAFFIC CITATIONS RECEIVED WITHIN THE LAST SEVEN (7) YEARS (driving under the influence, driving while intoxicated, etc., should be listed under number 6 on page 1).

Date: July 2013  
 Agency: Flagler County Sheriff's Office  
 Offense/Charge: Speeding  
 Points: None  
 Outcome: Driving School Taken

Date: \_\_\_\_\_  
 Agency: \_\_\_\_\_  
 Offense/Charge: N/A  
 Points: \_\_\_\_\_  
 Outcome: \_\_\_\_\_

Date: August 2009  
 Agency: Duval County Sheriff's Office  
 Offense/Charge: Reckless Driving  
 Points: None  
 Outcome: Driving School

Date: \_\_\_\_\_  
 Agency: \_\_\_\_\_  
 Offense/Charge: N/A  
 Points: \_\_\_\_\_  
 Outcome: \_\_\_\_\_

If you have more than four citations within the last seven years, please attach a separate sheet in the same format.

# 10. EDUCATION AND SPECIAL TRAINING

Do you have a High School Diploma? ☒ Yes ☐ No Date Obtained: 9/2005 GED? ☐ Yes ☒ No Date Obtained: \_\_\_\_\_

If not, highest grade completed: \_\_\_\_\_  
 Name and location of last High School attended: Flagler Palm Coast HS Bunnell FL  
 Name City State

List Special Training (Business, Trade, Vocational, Armed Forces Schools, etc.) Below:

Name and Location	Total Hours Completed	Hours Required for certification	Course/Subject Taken	Certificates Received
<u>Fundamentals of Code Enforcement</u> <u>Seminole College (WFS)</u>	<u>40</u>	<u>40</u>	<u>Report Writing, Comm Skills, Legal Aspects, Ethics, Property Ownership, Principles &amp; Practices of C.E.</u>	<u>Fundamentals of Code Enforcement Certification</u>

List Colleges and Universities Attended Below:

Name and Location	Credit Hours Received Sem. Qtr.	Did you graduate? Yes No	Major/Minor Degree Field of Program of Study	Type of Degree Received
<u>Flagler College, St. Aug.</u>	<u>126</u>	<u>X</u>	<u>English/Theatre Arts</u>	<u>Bachelor of Arts</u>
<u>Univ. of Phoenix</u> <u>Online</u>	<u>36</u>	<u>X</u>	<u>Business Administration</u>	<u>Masters</u>

INSTRUCTIONS: Beginning with your present or most recent job, describe your paid work experience for the past ten (10) years and list a minimum of three (3) employers. List each promotion or transfer as a separate job even if they were with the same employer. Include Military, part time, and self-employment. List all gaps in work history in spaces provided. If you have more than four (4) separate periods of employment, sign and attach sheets in the same format as below. Resumes will not be accepted as official applications.

(Job 1) Present or most recent Employer					
From		To		Total Time	
Mo.	Yr.	Mo.	Yr.	Yrs.	Mo.
2	2014	Present		1	5
Hours per Week					
Starting Salary \$ 12.00 per hour					
Last Salary \$ 12.36 per hour					
Employer: City of Flagler Beach					
Address: 105 2nd St S. Flagler Beach, FL 32136					
Telephone Number: 386-517-2000					
Your Job Title: Customer Service Representative					
Supervisor's Name and Title: Bruce Campbell, City Manager					
Reason for Leaving Position: Growth Opportunities					
May we contact your present employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
Specific Duties: See Attached Job Description and Resume					
Number of Employees supervised (if applicable): N/A					

**BETWEEN THESE JOBS (if applicable):** ☐ UNEMPLOYED ☐ IN SCHOOL FROM (mo/yr): TO (mo/yr):

(Job 2) Present or most recent Employer					
From		To		Total Time	
Mo.	Yr.	Mo.	Yr.	Yrs.	Mo.
1	2014	2	2014	N/A	1
Hours per Week					
Starting Salary \$ 15 per hour					
Last Salary \$ per					
Employer: Boom Science					
Address: St. Augustine, FL					
Telephone Number: 904-410-4442					
Your Job Title: Experience Guide					
Supervisor's Name and Title: Greg Nagel, Owner					
Reason for Leaving Position: Full-Time opportunity elsewhere					
May we contact your present employer? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Specific Duties: Train in and teach fun, science-based after school programs for elementary-aged children. See Resume for details.					
Number of Employees supervised (if applicable): N/A					

**BETWEEN THESE JOBS (if applicable):** ☐ UNEMPLOYED ☐ IN SCHOOL FROM (mo/yr): TO (mo/yr):

(Job 3) Present or most recent Employer					
From		To		Total Time	
Mo.	Yr.	Mo.	Yr.	Yrs.	Mo.
10	13	1	14	0	3
Hours per Week Commission Only					
Starting Salary \$ per					
Last Salary \$ per					
Employer: Axis Consultants, Inc.					
Address: Jacksonville, FL					
Telephone Number: 904-638-9332					
Your Job Title: Consultant / Leader					
Supervisor's Name and Title: Heather Crawford, President					
Reason for Leaving Position: No Stable Paycheck					
May we contact your present employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
Specific Duties: Business to Business marketing and sales representing (will) office and business supplies and their medical division. Taught and trained in sales techniques.					
Number of Employees supervised (if applicable): N/A Trained 2 Consultants					

**BETWEEN THESE JOBS (if applicable):** ☐ UNEMPLOYED ☐ IN SCHOOL FROM (mo/yr): TO (mo/yr):

(Job 4) Present or most recent Employer					
From		To		Total Time	
Mo.	Yr.	Mo.	Yr.	Yrs.	Mo.
2	11	10	13	2	8
Hours per Week					
Starting Salary \$ per					
Last Salary \$ per					
Employer: Old Florida Museum / Fort Menendez					
Address: 259 San Marco Ave, St. Augustine, FL					
Telephone Number: 904-824-8874					
Your Job Title: Public Tour Coordinator					
Supervisor's Name and Title: Bill Pitzalis, Owner					
Reason for Leaving Position:					
May we contact your present employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
Specific Duties: Monitor, Develop, Train for, and sustain the Public Program. Hire guides, run payroll and research/create advertising opportunities and marketing strategies. See Resume for further details.					
Number of Employees supervised (if applicable): up to 8					

**Did You:**

- ☒ Answer all questions completely?
- ☒ Cover a full 10-year employment history?
- ☒ Explain all gaps in employment?
- ☒ Complete application supplement, if applicable?
- ☒ Submit copies of documents requested, if applicable?
- ☐ Sign and date the application?

**Please read this statement carefully before signing below:**

The City of Flagler Beach is an Equal Opportunity Employer.

I hereby certify that each response on this application and all other information I have furnished in applying for employment with the City of Flagler Beach is true and correct. I understand that any incorrect, incomplete, or false statement or information I have furnished may subject me to disqualification in an examination or to discharge at any time.

Copies of Education Documents, Birth Certificate, Photo Identification, and Social Security Card must be submitted prior to employment. All information is subject to investigation and verification.

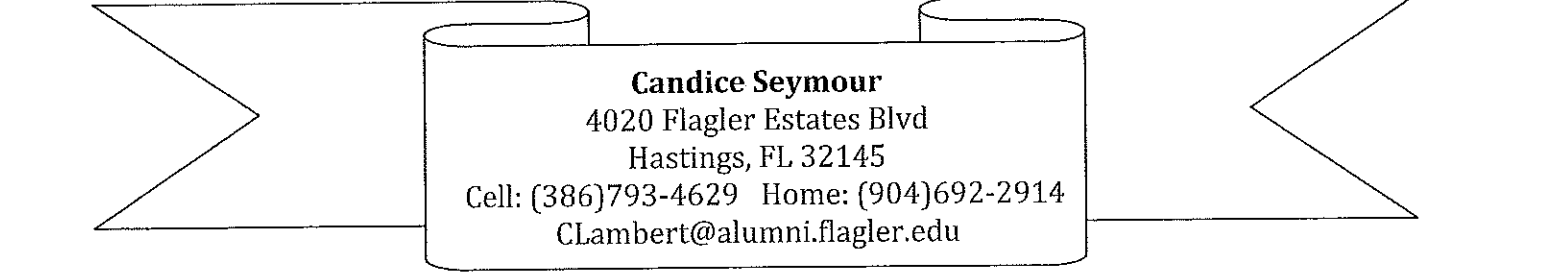
Subsequent to an offer of employment, I give my voluntary consent to be medically examined and to provide a sample of urine, which may be tested for use of drugs and/or controlled substances.

**My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.**

SIGN YOUR NAME HERE 	DATE 8/11/15
--	-----------------

**NOTES:**

- Applicants must provide copies of documents required with application.  
Please include your full name on number on all documents submitted.
- If you require special testing accommodations due to a disability, please notify the staff BEFORE the test date.



**Candice Seymour**  
4020 Flagler Estates Blvd  
Hastings, FL 32145  
Cell: (386)793-4629 Home: (904)692-2914  
CLambert@alumni.flagler.edu

---

## **SUMMARY OF QUALIFICATIONS**

I have 10 years of St. Augustine Tourism experience working as a Guide, Secretary, Store Clerk, Trainer, Cashier and, as Public Tour Coordinator of Old Florida Museum beginning in February 2011. I have worked in industries including Museums, Tour Operator Companies, Educational Services, General Merchandise Stores, and Marketing agencies. I am currently employed with the City of Flagler Beach as the Customer Service Representative for the Building and Zoning Department.

My skills and experiences include: public speaking; training; marketing; networking; data entry; file organization and maintenance; creative design using Adobe Photoshop, Premier Elements, GIMP, and Microsoft Office products; and theatre lighting and design.

I graduated Cum Laude from Flagler Palm Coast High School, obtained a Bachelor's in English from Flagler College, and most recently attained my Master's in Business Administration from the University of Phoenix in 2013.

---

## **PROFESSIONAL WORK EXPERIENCE**

### **City of Flagler Beach**

#### Customer Service Representative

- ~ Answer phone calls and in-office visits regarding Building, Zoning, Planning, and Code Enforcement.
- ~ Re-Organized entire Local Business Tax Receipt and Short-Term Rental Permit filing system to create a more user-friendly search process that works with current data software.
- ~ Maintain Local Business Tax Receipt and Short-Term Rental Permits using BS&A Software and in-house filing systems.
- ~ Organize, generate, and send renewals for Local Business Tax Receipts and Short-Term Rental Permits more efficiently than in previous years.
- ~ Assist Permit Technician by inputting permit data and contacting contractors and homeowners when permits are approved.
- ~ Assist Code Enforcement Officer by filing and maintaining Code Enforcement records, generating and sending code enforcement notices, ensuring notices are mailed and posted at appropriate times per State statute, and preparing Magistrate Hearing agendas and packets.
- ~ Assist the City Planner through research and preparing Planning and Architectural Review Board Packets.
- ~ Assist City Clerk's Office by acting as secretary, taking, recording, and finalizing minutes for the Planning and Architectural Review Board and Code Enforcement Magistrate Hearings.
- ~ Have been commended on several occasions for top-notch service by Building Department customers.

### **Boom Science, St. Augustine, January 15, 2014-February 2014**

#### Experience Guide

- ~ Train in varying hour-long programs which provide science-based fun and inspiration to elementary aged children.
- ~ Work within the public schools providing students with stimulating extended-day hands-on activities.
- ~ Help develop in-school and birthday party programs suitable for all ages.

### **Axis Consultants, INC. Jacksonville, October 17, 2013-January 2014**

#### Leader

- ~ Worked assigned territories providing business to business marketing for our client, Quill.com.

## **Candice Seymour**

### *Axis Consultants, INC. (Cont.)*

- ~ Clearly described Quill, its products, and its services to impulse customers to make their first orders.
- ~ Accurately kept a log of where and when businesses were visited.
- ~ Learned advanced sales, training, and leadership knowledge including the 8 great work habits of successful individuals, 4 impulse factors, and how to put these and other theories into practice at work and at home.
- ~ Helped promote individuals newer to the company through teaching and On-the-Job-Training.
- ~ Earned office responsibilities by setting and achieving goals in production.

### **Old Florida Museum, St. Augustine, February 14, 2011-October 16, 2013**

#### **Public Tour Coordinator**

- ~ Created a fun, interactive public program for guests of all ages and backgrounds.
- ~ Helped create a fun, progressive interview process, performed interviews, and ran background checks on prospective employees.
- ~ Hired positive, hard-working employees who increased the company's value in the eyes of our guests.
- ~ Mitigated personality conflicts between employees in a positive and constructive way.
- ~ Created and presented employee reviews, offered constructive criticisms that lead to positive changes in Museum staff and processes.
- ~ Tracked ticket sales and saw a rise in profits over the past two years.
- ~ Handled tracking and reporting payroll.
- ~ Created new ads, brochures, and postcards using Publisher, Photoshop, and Gimp.
- ~ Assisted Store Manager with cash register operations in the gift shop.
- ~ Checked in, collected payment from, and wrote invoices for group tours.
- ~ Trained in Spanish and Native American Programs.
- ~ Presented hour-long hands-on programs to school-aged children which included a brief history/show-and-tell segment, hands-on take-home projects, and activities and games.
- ~ Responsibly held keys to open and close the museum.

### **Ghost Tours of St. Augustine, St. Augustine, December 2005-Present**

#### **Ticket sales/Collection, Store Clerk, Ghost Tour Guide**

- ~ Guided groups numbering two through seventy people on nightly ghost walks interpreting the history of St. Augustine in an exciting, storytelling format.
- ~ Trained new guides, including one who became Owners and CEO of Tour Saint Augustine, Inc.
- ~ Handled ticket and retail sales, scheduling tours, and tourist information.
- ~ Researched ghostly stories and photographs to better explain phenomenon to guests.
- ~ Responsibly held the keys to open and close the store.
- ~ Continue to periodically guide tours when needed.

### **Tour Saint Augustine, St. Augustine, February 2006-Present**

#### **Tour Guide, Secretary**

- ~ Guided groups of twenty to sixty school children and their teachers and families on all-day field trips which include monitoring times for attractions, enforcing group, city, and attraction rules, handling emergencies such as illness, and improvising itineraries in the event of poor weather or reservation problems.
- ~ Learned several walking tours including the Flagler Era, Fort Mose and Black History, The Castillo de San Marcos, and General History tours.
- ~ Attended several training programs for the Castillo and lectures on the city's history.
- ~ Ran the front office on weekends handling ticket and retail sales, reservations, tourist information, and school bookings.

## **Candice Seymour**

### *Tour Saint Augustine (Cont.)*

- ~ Was consistent in accurately closing-out tickets and money at day's end.
- ~ Prepared proposals for school groups, arranged, booked, and confirmed itineraries, and properly filed and tracked group folders through the reservation process.
- ~ Responsibly held keys to open and close the office.
- ~ Continue to periodically guide tours when needed.

### **Potter's Wax Museum, St. Augustine, April 2007-2010**

#### Store Clerk/Ticket sales

- ~ Handled ticket and retail sales.
- ~ Covered lunches for other employees.
- ~ Performed general museum maintenance in restrooms and foyer area.
- ~ Responsibly held keys to open and close the museum.
- ~ Learned the histories of historical figures and the museum itself in order to clearly interpret information to the guests.

### **Dollar General, Flagler Beach, May 2009-February 2010**

#### Cashier

- ~ Handled money and the sale of retail and grocery products.
- ~ Restocked and recovered shelves.
- ~ Dusted shelves and swept floors
- ~ Collected carts and shopping baskets.
- ~ Assisted customers seeking particular items.

## **EDUCATION**

### **Flagler Palm Coast High School Bunnell, FL**

Graduated April 2005

3.85 GPA

**Cum Laude**

### **Flagler College St. Augustine, FL**

Graduated March 2009

3.5 GPA

**Bachelor of Arts in English**

**Minor in Theatre Arts**

### **University of Phoenix Daytona Beach, FL**

Graduated March 2013

3.58 GPA

**Master of Business Administration**

## **ADDITIONAL INFORMATION AND SKILLS**

### *Other Skills:*

- ~ Public Speaking
- ~ Problem Solving
- ~ Improvisation



**Candice Seymour***Other Skills (Cont.):*

- ~ Networking, Marketing
- ~ MS Office Suite
- ~ Adobe Photoshop and Elements
- ~ GIMP
- ~ Stage and Lighting Design
- ~ Stage Make-up

*Other Experiences:*

- ~ Air Force Junior ROTC Cadet, Final Rank: Chief Master Sergeant, 2001-2005
- ~ Student Board Member - Focus on Flagler Youth Coalition, 2002-2004
- ~ Member of Pink Heals St. Johns County, Summer 2013-present
- ~ Former Volunteer Artillerist – Castillo de San Marcos, 2009-2010

*Certifications/Licenses:*

- ~ Guide Walking License – St. Augustine, FL
- ~ Class E Driver's License – State of Florida
- ~ Birthday University
- ~ Florida Association of Code Enforcement Module 1 Certification
- ~ Florida Notary Public
- ~ Basic Permit Technician Course
- ~ FEMA IS Courses (in progress)

**REFERENCES**

**PROFESSIONAL REFERENCES**

**Marlene Beams** – Permit Technician, City of Flagler Beach

~ Known for 1.5 Years

E-Mail: marlenebeams@gmail.com

Phone: 386-517-3254

**Ines Russ** – Professional St. Augustine Tour Guide with Tour Saint Augustine

~ Known for 9 years

E-mail: RussInes@aol.com

Phone: 904-814-4312

**Angela Helfrich** – Guide, Store Clerk, and proceeding Public Tour Coordinator at Old Florida Museum

~ Known for 4 years

E-mail: Helfrich\_Angela@yahoo.com

Phone: 904-392-7476

**Suzanne Dixon** – Manager of Ghost Tours of St. Augustine, City Manager – City of Marineland

~ Known for 8 years

E-mail: sdixon@staugustinetours.com

Phone: 904-825-0087

---

**EDUCATIONAL REFERENCES**

**Alicia Wilson** – MBA classmate at University of Phoenix Daytona Campus

~ Known for 4 years

E-mail: Lili208@aol.com

Phone: 386-871-2223

**Joseph P. (J.P.) Epps** – MBA classmate at University of Phoenix Daytona Campus

~ Known for 4 Years

E-mail: devildogepps@aol.com

Phone: 386-314-1951

## City of Flagler Beach

**JOB TITLE:** CUSTOMER SERVICE REPRESENTATIVE

**DEPARTMENT:** Planning and Building

**SUMMARY:** Performs a variety of clerical and technical tasks in support of the Chief Building Official/Code Enforcement Officer. Responds to questions and distributes applications; and performs related duties as assigned. Serves as Board Secretary for various Boards and Committees when assigned by the supervisor.

**ESSENTIAL FUNCTIONS:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics). This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**DUTIES AND RESPONSIBILITIES:** (which are not in any hierarchical order)

1. Responds to questions or complaints by phone or in person, researches codes and ordinances and provides information, documents and instructions regarding various City-issued licenses and permits.
2. Coordinates administrative matters within the Department; maintains the flow of administrative work; schedules meetings of the Code Enforcement Board or Special Magistrate, as applicable; and notifies meeting attendees.
3. Serves as Board Secretary to prepare the agenda, collate and distribute agenda materials, take minutes of Board meetings, and serve as liaison to Board members.
4. Sets up and maintains office files. Files letters, reports and related technical information in the prescribed manner.
5. Prepares correspondence, memos, reports, forms and letters using computerized applications software and in some cases manual typewriters.
6. Performs data entry and retrieval of information.
7. Reads and understands plans and blueprints, engineering principals, zoning regulations and building administration (or the ability to learn.)
8. Serves as backup for other clerical support positions as assigned.
9. Notarizes documents.
10. Performs other related duties as required and assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of policies, practices, procedures and terminology of City licenses.

Knowledge of licensing and zoning codes.

Knowledge of laws pertaining to notarizing documents.

Knowledge of Business English, spelling and punctuation.

Knowledge of, and skill in, standard office practices and procedures.

Knowledge of principles of telephone etiquette.

Skill in prioritizing competing demands to ensure work is completed in a timely manner.

Skill in using general office equipment such as telephone, fax, copiers, personal computers.

Skill in typing, 40WPM

Knowledge of software applications and transcription equipment.

Skill in record keeping, coding, recording, retrieving and verifying information.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

Ability to communicate effectively, both orally and in writing.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

1. Work involves sedentary to light work in an office setting, as well as field visits when assigned by the supervisor.
2. There is frequent need to sit, talk or hear, use the hands and occasionally lift light objects (up to 15 pounds), climb ladders, and perform other similar actions during the course of the workday.
3. May be required to visit construction job-sites, as determined by the supervisor, for training purposes.
4. The City of Flagler Beach promotes a drug/alcohol-free work environment through the use of mandatory pre-employment, random, and/or reasonable suspicion drug testing.

**MINIMUM QUALIFICATIONS:** The equivalent of a High School diploma. Clerical or administrative support experience including public contact, word processing and/or data entry. Prefer recent experience, minimum two (2) years.

# Faulkner College

St. Augustine, Florida

Upon recommendation of the Faculty and by virtue of the authority vested in them  
the Trustees of the College have conferred on

**Candice J. Lambert**

the degree of

**Bachelor of Arts**

with all the rights and privileges pertaining thereto and in witness whereof the seal of the College  
and the signatures of its officers are herewith affixed.

Given this twenty-fifth day of April, two thousand and nine.

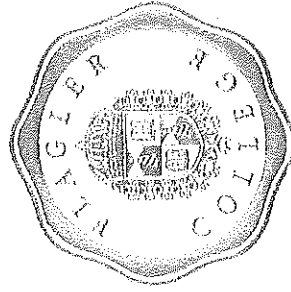
*William T. Carey*  
President of the College

*William L. Proctor*  
Chancellor of the College

*Randall L. Longfellow*  
Chairman, Board of Trustees

*Alan J. Fitch*  
Dean of Academic Affairs

*Miriam C. Roberson*  
Registrar of the College



CUM LAUDE

Birth Date : 07/24/1987

# FLAGLER COLLEGE TRANSCRIPT

Printed: 08/10/2015

Major:  
English

Minor:  
Theatre Arts

Name : Candice Joyce Lambert  
Address : 15 Philmont Lane  
Palm Coast, FL 32164

CR Num	Title	CR Type	Gr	Rpt	Att	Emd	HSpa	Q.P's	GPA
2005-2006 : Fall Semester									
ENG-101	English Composition I	AP	AP		0.00	3.00	0.00	0.00	
HIS-206	U.S. History to 1877	AP	AP		0.00	3.00	0.00	0.00	
Institution : Daytona State College									
COM-299	Web Publishing	TR	TR		0.00	3.00	0.00	0.00	
CSC-420	Intro to Computers/Intgmt Appl	TR	TR		0.00	12.00	0.00	0.00	0.0000
Term Totals :									0.00 0.00 0.00 0.0000
Career Totals :									0.00 12.00 0.00 0.00 0.0000
2005-2006 : Spring Semester									
COM-401	Speech Communication	LT	A		3.00	3.00	3.00	12.00	
ENG-102	English Composition II	LT	A		3.00	3.00	3.00	12.00	
ENG-211	Intro to English Literature I	LT	B		3.00	3.00	3.00	9.00	
MAT-420	Mathematics I / Liberal Arts	LT	A		3.00	3.00	3.00	12.00	
PDH-400	Freshman Seminar	PF	P		1.00	1.00	0.00	0.00	
THA-201	Intro Drama & Literature	LT	A		3.00	3.00	3.00	12.00	
Term Totals :									15.00 15.00 15.00 57.00 3.8000
Career Totals :									16.00 28.00 15.00 57.00 3.8000
2005-2006 : Spring Semester									
ENG-212	Introduction English Literature II	LT	A		3.00	3.00	3.00	12.00	
MAT-421	Mathematics II / Liberal Arts	LT	A		3.00	3.00	3.00	12.00	
THA-205	Acting One	LT	B		4.00	4.00	4.00	12.00	
THA-277	Theatre Production	PF	P		2.00	2.00	0.00	0.00	
THA-317	Theatre Technology	LT	A		3.00	3.00	3.00	12.00	
Term Totals :									15.00 15.00 13.00 48.00 3.6923
Career Totals :									31.00 43.00 28.00 105.00 3.7500
2006-2007 : Fall Semester									
ENG-322	Great Short Stories	LT	A		3.00	3.00	3.00	12.00	
PSY-101	Introduction to Psychology	LT	A		3.00	3.00	3.00	12.00	
THA-221	Theatre History I	LT	C		3.00	3.00	3.00	6.00	
THA-309	Theatre Technology II	LT	B		4.00	4.00	4.00	12.00	
Term Totals :									13.00 13.00 13.00 43.00 4.2000 3.2307
Career Totals :									44.00 56.00 41.00 147.00 3.5853
2006-2007 : Spring Semester									
ENG-272	Writing Center Peer-Tutor	PF	P		3.00	3.00	0.00	0.00	
ENG-403	Restoration/Eighteenth Cen Lit	LT	B		3.00	3.00	3.00	9.00	
ENG-416	Shakespeare II	LT	A		3.00	3.00	3.00	12.00	
ENG-423	Contemporary American Novel	LT	A		3.00	3.00	3.00	12.00	
THA-343	Scenic Design	LT	A		4.00	4.00	4.00	16.00	
Term Totals :									16.00 16.00 13.00 45.00 3.7692
Career Totals :									90.00 102.00 81.00 283.00 3.4938
2007-2008 : Fall Semester									
ENG-272	Writing Center Peer-Tutor	PF	P		2.00	2.00	0.00	0.00	
ENG-301	Introduction to Language Study	LT	A		3.00	3.00	3.00	12.00	
ENG-311	Adv Expository Writing	LT	A		3.00	3.00	3.00	12.00	
ENG-361	Literary Criticism	LT	B		3.00	3.00	3.00	9.00	
ENG-415	Shakespeare I	LT	B		3.00	3.00	3.00	9.00	
PHI-103	Introduction to Philosophy I	LT	A		3.00	3.00	3.00	12.00	
Term Totals :									17.00 17.00 15.00 54.00 3.5000
Career Totals :									74.00 86.00 59.00 234.00 3.4418
2007-2008 : Spring Semester									
ENG-332	Great Works West Literature	LT	A		3.00	3.00	3.00	12.00	
REL-211	Religions of the World	LT	A		3.00	3.00	3.00	12.00	
THA-206	Oral Interpretation of Lit	LT	A		3.00	3.00	3.00	12.00	
THA-440	Advanced Lighting	LT	A		3.00	3.00	3.00	12.00	
Term Totals :									12.00 12.00 12.00 48.00 4.0000
Career Totals :									102.00 114.00 93.00 331.00 3.5591

# FLAGLER COLLEGE TRANSCRIPT

Birth Date : 07/24/1987

SSN :  
Name : Candice Joyce Lambert  
Address : 15 Philmont Lane  
Palm Coast, FL 32104

Major: English  
Minor: Theatre Arts

## 2003-2009 : Spring Semester

Crse Num	Title	CR Type	Grd	Rpt	Alt	Enrd	HQpa	Q.Pts	GPA
EDU-321	Gen Methods Instruct	LT	A			3.00	3.00	3.00	12.00
ENG-272	Writing Center Peer-Tutoring	PF	P			2.00	2.00	0.00	0.00
ENG-470	Senior Seminar: Renaissance Drama	LT	A			3.00	3.00	3.00	12.00
FTW-103	Yoga Asana	LT	A			1.00	1.00	1.00	4.00
THA-250	Combat for the Stage	LT	B			3.00	3.00	3.00	9.00
Term Totals :						12.00	12.00	10.00	37.00 3.7000
Career Totals :						114.00	125.00	103.00	358.00 3.5723

### Degree Information:

(1) Bachelor of Arts: Date Conferred : 04/25/2009

Honor(s)

Cum Laude

End of Transcript

# University of Phoenix

*Upon the recommendation of the Faculty,  
University of Phoenix does hereby confer upon*

*Candice J Lambert*

*the degree of*

*Master of Business Administration*

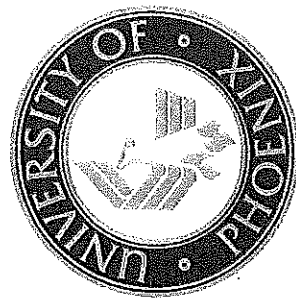
*with all the rights, honors and privileges thereunto appertaining.*

*In witness whereof, the seal of the University and the signatures as authorized  
by the Board of Directors, University of Phoenix, are hereunto affixed.*

*this thirty-first day of March, in the year two thousand thirteen.*

*Spencee Lewis Engel*  
Chairman, Board of Directors

*W. J. Spencee*  
Chairman Emeritus



*W. J. Spencee*  
President





# University of Phoenix

Registrar's Office  
3201 E. Elwood Street  
Phoenix, AZ 85034  
1-800-866-3919

Date Issued: 03/26/2013  
Record of: CANDICE J. LAMBERT  
Student Number:  
Birthdate:

SENT TO:  
CANDICE LAMBERT  
4020 FLAGLER ESTATES BLVD  
HASTINGS, FL 32145-5958  
US

## Prior Schools Attended

FLAGLER COLLEGE

Credits Degrees

BA

Mo/Year	Course ID	Course Title	Grade	Credits Attempted	Credits Earned	Quality Points	Rep
UNIVERSITY OF PHOENIX							
08/2011	MGT/521	MANAGEMENT	A	3.00	3.00	12.00	
10/2011	HRM/531	HUMAN CAPITAL MANAGEMENT	A	3.00	3.00	12.00	
11/2011	LAW/531	BUSINESS LAW	A-	3.00	3.00	11.01	
01/2012	EDR/531	ORGANIZATIONAL LEADERSHIP	A-	3.00	3.00	11.01	
03/2012	QRB/501	QUANTITATIVE REASONING FOR BUSINESS	A-	3.00	3.00	11.01	
04/2012	ECO/561	ECONOMICS	B+	3.00	3.00	9.99	
06/2012	MKT/571	MARKETING	B+	3.00	3.00	9.99	
07/2012	QNT/561	APPLIED BUSINESS RESEARCH & STATISTICS	B	3.00	3.00	9.00	
09/2012	OPS/571	OPERATIONS MANAGEMENT	B+	3.00	3.00	9.99	
10/2012	FIN/571	CORPORATE FINANCE	A-	3.00	3.00	11.01	
12/2012	ACC/561	ACCOUNTING	A-	3.00	3.00	11.01	
01/2013	STR/581	STRATEGIC PLANNING & IMPLEMENTATION	A-	3.00	3.00	11.01	

GPA Credits Attempted Credits Earned Quality Points

Total Cumulative Credits: 36.00  
UOPX Cumulative: 3.58 36.00 36.00 129.03

MBA Program GPA: 3.58

## UNIVERSITY OF PHOENIX DEGREES, CERTIFICATES

MASTER OF BUSINESS ADMINISTRATION: COMPLETED 03/11/2013, CONFERRED 03/2013

\*\*\*\*\*End of Transcript\*\*\*\*\*





NOTARY I.D. NO.  
1399610

COMMISSION NO.  
FF 122937

# STATE OF FLORIDA

Executive Department

I, Rick Scott, Governor of Florida, by virtue of the authority vested in me  
by the Constitution and Laws of this State,  
do hereby commission

**CANDICE J SEYMOUR**

to be

## NOTARY PUBLIC

in and for the State of Florida  
from May 14, 2014 through May 13, 2018 and in the  
Name of the People of the State of Florida to have, hold and exercise the said office and  
all the powers and responsibilities appertaining thereto, and to receive the privileges  
and emoluments thereof in accordance with the law,  
In Testimony Whereof, I do hereunto set my hand and cause to be affixed the  
Great Seal of the State, Tallahassee, Florida.

Governor

Secretary of State

ASCING

# CERTIFICATE OF ATTENDANCE

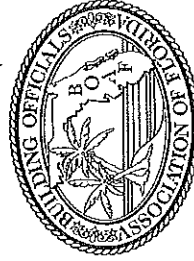
This certificate verifies

CANDICE SEYMOUR

Attended the class named

PERMIT TECHNICIAN ROLES & RESPONSIBILITY CLASS HOURS 4

Date: June 9, 2014



Professional Development Hours at the BOAF Annual Conference

# Florida Association of Code Enforcement

*This certifies that*

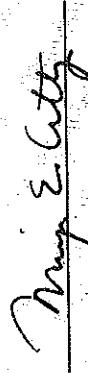
**Candice Seymour**

*Has satisfactorily completed the course of study in*

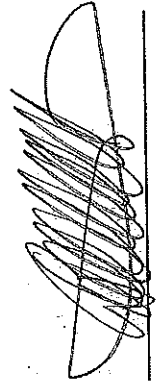
## FUNDAMENTALS OF CODE ENFORCEMENT

*Prescribed by The Florida Association of Code Enforcement, Inc.*

*and is therefore entitled to this Certificate of Achievement*

  
PROGRAM COORDINATOR

  
PRESIDENT

  
CERTIFICATION CHAIRPERSON

**Dated this 23<sup>rd</sup> day of May, 2015**

**Certificate 5057**

*This certificate remains valid with the successful completion of continuing education requirements.*



## Florida Association of Code Enforcement: Membership Portal

### Main Menu

[Home](#)
[My Info](#)
[My Certifications](#)
[Renew Membership](#)
[Invoices](#)
[Recertification Status](#)
[Member Search](#)
[Mail Merge](#)
[Log Out](#)

### Links

[FACE-Online Site](#)
[FACE-Online Forum](#)

 Logged In as Candice Seymour ([Log Out](#))

### My Certifications

Recertification Period: 07-2015 to 07-2017

Level	Cert Date	Status	Cert Number	Decert Date	Decert Reason	Notes
1	05/23/2015	Certified <input checked="" type="checkbox"/>	5057			
2		n/a <input checked="" type="checkbox"/>				
3		n/a <input checked="" type="checkbox"/>				
4		n/a <input checked="" type="checkbox"/>				
CEP		n/a <input checked="" type="checkbox"/>				
TTT		n/a <input checked="" type="checkbox"/>				

**Classes/Events Note:** These are the classes that are credited to your current Recertification Period only.

Period	Date	Class	Location	Credit Hours	Notes
07-2015 to 07-2017	06/24/2015	2015 Conf - Workshop for Code Board Coordinators & Secretaries	Naples	6	

**Past Classes/Events Note:** These are the classes that are not credited to your current Recertification Period

Period	Date	Class	Location	Credit Hours	Notes
Initial Certification	05/18/2015	5/15 Fundamentals @ UCF	UCF	0	

 powered by **ePolk.com**