

# **Cassandra Killgore**

(386) 216-5032 | [Cassandra.killgore@yahoo.com](mailto:Cassandra.killgore@yahoo.com)

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## **PROFESSIONAL SUMMARY**

Highly organized and detail-oriented legal and municipal professional with extensive experience in governance, legal compliance, records management, and administrative leadership. Adept at handling sensitive information, facilitating public meetings, and ensuring adherence to regulatory requirements. Strong ability to manage teams, oversee public records requests, and draft legal documents with precision and accuracy.

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## **CORE SKILLS & EXPERTISE**

- Legal Document Drafting & Review
  - Governance & Compliance
  - Freedom of Information Act (FOIA) Administration
  - Public Records & Document Management
  - Meeting Coordination & Minutes Preparation
  - Elections Administration
  - Microsoft Office Suite & Google Docs
  - Leadership & Team Collaboration
  - Legal Research & Analysis
  - Confidentiality & Discretion
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## **PROFESSIONAL EXPERIENCE**

**City of Lake Mary | Lake Mary, FL Deputy  
City Clerk | 2023 - Present**

- Attend and record City Commission meetings, ensuring accurate documentation.
- Review and approve agendas for board meetings, maintaining regulatory compliance.
- Manage and release FOIA-related records and confidential information.
- Draft and publish City Commission meeting minutes in compliance with state laws.
- Oversee administrative functions, improving efficiency and adherence to municipal regulations.
- Represent the City Clerk's Office in meetings, providing expert guidance and leadership.
- Facilitate local elections, ensuring proper procedures and transparency.
- Train and support staff on records management, governance policies, and best practices.
- Maintain Code Enforcement documentation and ensure proper record-keeping.
- Actively working toward Certified Municipal Clerk (CMC) designation.

**Fifth District Court of Appeal | Daytona Beach, FL**

*Deputy Clerk II | 2018 – 2023*

- Provided support on court filings and case management processes.
- Led a team of four within a sub-department handling case opening.
- Tracked, reviewed, and managed physical and digital court records.
- Managed the release of FOIA information and sensitive legal documents.
- Drafted and processed Court Orders, tracking judges' conflicts and schedules.
- Conducted legal issue identification and provided case details to attorneys and management.
- Handled case filing fee invoicing and processing.

*Legal Assistant – Central Staff | 2020 – 2021*

- Managed caseloads and schedules for staff attorneys.
- Drafted Court Orders, legal memoranda, and judicial opinions.
- Transcribed dictations and conducted legal research using Westlaw.

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**EDUCATION**

**University of Central Florida | Orlando, FL**

*Bachelor of Science in Legal Studies*

**Seminole State College of Florida | Sanford, FL**

*Associate of Science in Legal Studies (Summa Cum Laude)*

APPLICATION FOR EMPLOYMENT WITH THE CITY OF EDGEWATER

The City of Edgewater is an Equal Opportunity Employer and will not discriminate against any person because of race, color, religion, creed, gender, age, national origin, disability, Veteran or marital status, or other legally protected status.

PLEASE PRINT

Position(s) Applied for: City Clerk Date of Application 08/08/2025

How did you learn about us? (Please circle one)  
 City Web Site       Friend       Walk-In  
 Employment Agency       Relative       Other

Last Name Killgore First Name Cassandra Middle Name \_\_\_\_\_

Address      Number      Street      City      State      Zip Code  
819 S Cedar Ave, Orange City, FL 32763

Telephone Number (s): 386-216-5032 Email Address: cassandra.killgore@yahoo.com

Have you ever filed an application with us before? \_\_\_\_\_ Yes  No \_\_\_\_\_ If yes, give date \_\_\_\_\_

Have you ever been employed with us before? \_\_\_\_\_ Yes  No \_\_\_\_\_ If yes, give date \_\_\_\_\_

Do any of your relatives work here? \_\_\_\_\_ Yes  No \_\_\_\_\_ If yes, list name and your relationship \_\_\_\_\_

May we contact your present employer? \_\_\_\_\_ Yes  No \_\_\_\_\_

On what date would you be available for work? 2 weeks from offer

Are you available to work:  Full Time       Part Time       Shift Work       Temporary

Are you currently on "lay-off" status and subject to recall? \_\_\_\_\_ Yes  No \_\_\_\_\_

Can you travel if a job requires it?  Yes       No

Are you lawfully eligible to work in the United States?  Yes       No

Have you been convicted of a felony?  Yes       No

Conviction will not necessarily disqualify an applicant from employment.  
If yes, please explain \_\_\_\_\_

**EDUCATION/ SPECIALIZED TRAINING**

	Name and Address of School	Years Completed	Diploma Degree
Elementary School	Lincoln Street, 45 Lincoln St, Waverly, NY 14892		
High School	Waverly High School, 1 Frederick St, Waverly, NY 14892	4	High School Diploma
Graduate Professional			
Other (Specify)	Seminole State College of Florida, 100 Weldon Blvd, Sanford, FL 32773	3	A.S.

Describe any specialized education, training, apprenticeship, and/or skills.  
University of Central Florida, 4000 Central Florida Blvd, Orlando, FL 32816 --- 3 --- B.S.

List professional, trade, business or civic activities and offices held.  
You may exclude membership, which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

**Other Qualifications**  
Summarize special job-related skills and qualifications acquired from employment or other experience.

Check Skills/Equipment Operated

<input checked="" type="checkbox"/> Copier	<input checked="" type="checkbox"/> Fax	<input checked="" type="checkbox"/> Typewriter
<input checked="" type="checkbox"/> Calculator	<input checked="" type="checkbox"/> Multi-line Telephone	<input checked="" type="checkbox"/> CRT
<input checked="" type="checkbox"/> PC/ Software applications (list): _____		Other (list): _____

Driver's License # \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
CDL/ Type: \_\_\_\_\_ Operators \_\_\_\_\_

**MILITARY SERVICE RECORD**  
It is City policy to give preference to eligible veterans and spouses of veterans in accordance with Chapter 295, Florida Statutes.

Were you in the U.S. Armed Forces? \_\_\_\_\_ Yes  No If yes, list any job related training \_\_\_\_\_

Are you claiming Veteran's Preference as a:  
\_\_\_\_\_ Disabled veteran  
\_\_\_\_\_ Spouse of totally disabled veteran or who is MIA  
\_\_\_\_\_ Veteran of any war  
\_\_\_\_\_ Unremarried widow or widower of a veteran who died of a service-connected disability

Have you claimed Veteran's Preference since October 1, 1987? \_\_\_\_\_ Yes  No  
The applicant claiming preference is responsible for providing the required documentation when submitting their application.

**EMPLOYMENT EXPERIENCE**

*START WITH YOUR PRESENT OR LAST JOB.*

Employer	Dates Employed From To	Work Performed
City of Lake Mary	10/2023 - Present	Deputy City Clerk
Address 100 N Country Club Road, Lake Mary, FL 32746		
Employer	Dates Employed From To	Work Performed
State of Florida	11/2018 - 10/2023	Deputy Clerk II
Address 300 S Beach Street, Daytona Beach, FL 32114		
Employer	Dates Employed From To	Work Performed
State of Florida	06/2020 - 09-2021	Legal Assistant
Address 300 S Beach Street, Daytona Beach, FL 32114		
Employer	Dates Employed From To	Work Performed
Address		

**REFERENCES**

1. Brittany Fernandez, Human Resources Administrator	(386)732-1120
Name	Phone
Address	
2. Kathy Palmere	(407)719-2774
Name	Phone
Address	

**APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that any false answers or statements made by me on this application or any supplement thereto, or any false statement made to any representative of the City of Edgewater during the interview process, will be sufficient grounds for immediate discharge, no matter when discovered.

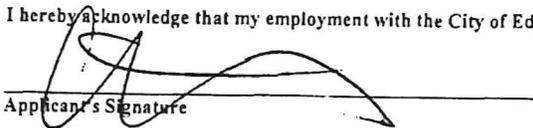
I understand and agree that if I am hired by the City of Edgewater, my employment is for no definite period and may be terminated at any time without previous notice or cause. I understand that no supervisor or other representative of the City of Edgewater has the authority to enter into any agreement for employment for any specified period of time, except by written authorization by the City Manager.

I understand and agree that the City of Edgewater will make a thorough investigation of my character, reputation and past employment. I authorize the giving and receiving of any such information requested by the City of Edgewater and hereby release all former employers and their agents of any liability for any information they may give to the City of Edgewater. I hereby waive any rights or claims I may have, whether presently fully developed or not, against the City of Edgewater or its agents or employees arising out of, or resulting from the release, authorized or unauthorized, of the information received pursuant to or in connection with the City of Edgewater's handling, processing, or investigation of my application with the City of Edgewater.

I agree to a physical examination if requested, including testing for the use of illegal drugs, controlled substances or alcohol, prior to hiring, and at any time during my employment based upon reasonable suspicion and/or Federal and State regulations.

I hereby acknowledge that my employment with the City of Edgewater will begin with a designated probationary period.

Applicant's Signature



Date

8/8/25



## Julie Christine

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**From:** Cassandra via City of Edgewater Florida <edgewater-fl@municodeweb.com>  
**Sent:** Friday, August 08, 2025 3:49 PM  
**To:** Personnel  
**Subject:** Website Contact Form/ Application  
**Attachments:** employment\_application\_ckillgore.pdf; cassandra\_killgore\_resume.pdf

Submitted on Friday, August 8, 2025 - 3:48pm Submitted values are: Cassandra Killgore cassandra.killgore@yahoo.com  
Dear Members of the City Council,

I am writing to express my interest in the City Clerk position with the City of Edgewater. With over six years of progressive experience in municipal governance, legal compliance, and records management, most recently serving as Deputy City Clerk for the City of Lake Mary, I am confident in my ability to uphold the charter duties and public trust this role demands.

Throughout my career, I have demonstrated a commitment to transparency, efficient records administration, and support for elected officials and the public alike. I bring a strong foundation in elections facilitation, public meeting coordination, and the administration of FOIA requests. I am actively pursuing my Certified Municipal Clerk designation and am well-versed in the responsibilities outlined in your job description, including supervision of City elections, codification of ordinances, and custodian of records duties.

I have attached my resume for your review and would welcome the opportunity to further discuss how my qualifications align with the needs of the City of Edgewater. Thank you for considering my application.

Best regards,

Cassandra Killgore