

**CITY OF EDGEWATER  
CITY CLERK'S OFFICE**  
104 North Riverside Drive  
Edgewater, Florida 32132  
[cityclerk@cityofedgewater.org](mailto:cityclerk@cityofedgewater.org)

Phone: (386) 424-2400 X 1102 FAX: (386) 424-2410



**ADVISORY BOARD APPLICATION**

Please choose the Board(s) for which you wish to apply. If applying for more than one Board, you must number in order of your preference. \* Please note - based on Council decision (08/03/2020) a background check will be completed on all board applicants.

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> City Manager Advisory Board | <input type="checkbox"/> Environmental Advisory Board                    |
| <input type="checkbox"/> Library Board                          | <input type="checkbox"/> Police Pension Board *                          |
| <input type="checkbox"/> Economic Development Board             | <input checked="" type="checkbox"/> Recreation & Cultural Services Board |
| <input type="checkbox"/> Charter Review Committee               | <input type="checkbox"/> Veterans Park Advisory Committee                |
| <input checked="" type="checkbox"/> Planning & Zoning Board     | <input type="checkbox"/> Firefighters Pension Board *                    |
| <input type="checkbox"/> General Employee's Pension Board *     |  |



Members of the Boards with an asterisk (\*) are required to file a Financial Disclosure Form within 30 days of appointment.

**PERSONAL INFORMATION**

Name: Teresa Heavener

Address: 141 W Palm Way Edgewater FL 32132

Home Phone: 386 314 6090 Business/Cell Phone: \_\_\_\_\_

E-Mail Address: teresa.heavener21@gmail.com

Occupation: Bar tender Are you a resident of Edgewater? Yes how long 15+ yrs

Is your principal place of employment in Edgewater? No

Are you currently serving on a City Board? No Have you ever served on a City Board? No

If yes, when and which Board? \_\_\_\_\_

**REFERENCES** - Please list three business and/or personal

L2012 Kofers 386 334 6942  
Name, address and phone

Sarah Harper 386 405 0424  
Name, address and phone

Albert Amalfitano 386 315 1321  
Name, address and phone

**RECEIVED**

APR 02 2024

CITY OF EDGEWATER  
CITY CLERK

## EDUCATION

High School Duncan U Fletcher

College DBCC / DSC

Degree(s) Associate in Gen Ed.

WORK EXPERIENCE 20+ years in customer service. Pharmacy, restaurant, lawn care, dog daycare, time management, cash handling

INTERESTS/ACTIVITIES Kayaking, Paddleboarding, Skateboarding, biking, Organizing community events, environmental clean ups, but most importantly spending time with my kids & husband & friends/family.

COMMUNITY INVOLVEMENT I have been the president of PTA @ EPS, on the PTA board, Member of PTA @ EPS & NSBMS, I have mentored @ EPS & NSBMS, I volunteer with Edgewater Animal shelter occasionally.

WHY DO YOU DESIRE TO SERVE ON THIS/THESE BOARDS? I see a ton of potential in the growth of this city & I think w/ my passion for making a better future for our youth I could contribute greatly. I want to help the community come together and grow stronger.

EXPERIENCE/QUALIFICATIONS RELATED TO BOARD(S) APPLYING FOR Event planning, cash handling, PTA

A resume or separate sheet with additional information may be included with your application. Please return the application to the City Clerk's Office.

I understand the responsibilities associated with being a board member, and I have adequate time to serve if appointed.

  
Applicant Signature

4-2-24  
Date

# **Teresa Heavener**

Edgewater, Florida  
386-314-8090  
Teresa.heavener21@gmail.com

## **Customer Service / Scheduling / Communication**

Motivated, high performing customer service professional with proven abilities in management, communications, organization, inventory control and scheduling. Efficient multi-tasker, detail oriented, and able to meet the changing demands of a fast-paced work environment. Collaborative team player who is quality focused, safety conscious, and actively contributes to effectively improve the operational processes.

### **Certified Pharmacy Technician 1999-2006 – Little Drugs – CVS**

Head Certified Pharmacy Technician. (2004-2006)

- Scheduled staffing for pharmacy technicians and cashiers to provide efficient customer service.
- Ordered, stocked, performed data entry, and filled prescriptions.
- Interfaced with insurance representatives, doctors' offices, and customers to facilitate timely delivery of prescribed medications. Provided technical information to patients as required.

### **Manager / Head Server 2007-2012 - Flip Flops Grill n' Chill**

- Scheduled servers, hostess and bus boys to support fast-paced restaurant.
- Ordered front of house (FOH) products.
- Managed all customer service issues.
- Motivated and coached staff in customer service and sales.

### **Manager / Server 2014-2016 – Panheads Pizzeria**

- Managed FOH operations for high volume two locations.
- Responsible for opening and closing operations and daily staff assignments.
- Scheduled FOH staff, trained new employees, assisted owners with staffing and termination.
- Implemented customer service practices that led to increased sales with regular and new customers alike.

### **Bartender 2016-2022 – Half Wall Restaurant and Brewery**

- Independently open and close bar.
- Adheres to proper alcohol handling, sanitation, and safety practices. Maintains appropriate labeling, dating and rotation of all beverage items.
- Provides customer service in a manner that promotes repeat business.
- Manage inventory, including assisting with ordering and restocking.

Additional Job History Available Upon Request.

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## **Education**

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- DBCC- Associates In General Education 2002-2004
- Animal Behavior College: Dog Trainer Certification 2008-2009