

## APPLICATION TO SERVE ON A CHARLOTTE COUNTY ADVISORY BOARD

### INCOMPLETE APPLICATIONS WILL BE RETURNED

<b>Mr/Mrs/Ms:</b> Ms			
<b>Name:</b>	<b>Last</b> Wright	<b>First</b> Brenda	<b>Middle Initial</b>
<b>Residence Address:</b>			
<b>Street</b>	9092 Kestral Circle	<b>City</b> Englewood	<b>Zip Code</b> 34224
<b>Mailing Address:</b> Same			
<b>Street</b>		<b>City</b>	<b>Zip Code</b>
<b>Phone No.</b> 270-985-8204			
	<b>Home</b>	<b>Business</b>	
<b>FAX:</b>			
<b>E-Mail Address:</b> brenda.wright00@yahoo.com			

**I hereby submit my name for consideration to serve in an advisory capacity to the Board of Charlotte County Commissioners on the following Advisory Board:**

Placida Area Street & Drainage Maintenance Unit

**Name of Advisory Board**

**If applying for a specific category/position, please so state:** \_\_\_\_\_

**Occupation:** Community Association Manager

**If currently retired, previous occupation:** Work part time; semi retired

**Civic/Professional Accomplishments/Offices Held:**

Serve as Board Secretary, Crosspoint Church ; I have college education; worked for a number of years as a

manager and also executive administrative assistant in hospitals; had Department of Defense security

clearance; served as volunteer at my local church, as well as the Salvation Army and Hospice

**APPLICATION TO SERVE ON A  
CHARLOTTE COUNTY ADVISORY BOARD – CONTINUED**

In order to qualify a volunteer must both be a property owner within and reside within the Unit, and my qualifications to be eligible are as follows:

I am a full time resident and own my property in Englewood, FL at the address listed on page 1 of this application

---

If applicable, please indicate any employment, contractual relationship or status that you may have, or have had within the past 12 months, with any private business entity that rents, leases or sells any realty, or provides any goods or services to the County or that is conducting any business with the County.

---

None that I am aware of

---

Have you ever worked for the Charlotte County Board of County Commissioners? ☐ Yes ☒ No

➤ If “Yes”, please list position, department, start and end date: \_\_\_\_\_

Do you have any relatives currently working for the Charlotte County Board of County Commissioners? ☐ Yes ☒ No

➤ If “Yes”, please list name(s) and department(s): \_\_\_\_\_

Are you a full-time Charlotte County Resident? ☒ Yes ☐ No

Have you ever been convicted of a Felony or Misdemeanor? (Please be sure you understand the question, as failure to answer truthfully will disqualify you). ☐ Yes ☒ No

Have you ever pled NO LO CONTENDRE or pled guilty to a crime which is a Felony or a Misdemeanor? (Please be sure you understand the question, as failure to answer truthfully will disqualify you). ☐ Yes ☒ No

**APPLICATION TO SERVE ON A  
CHARLOTTE COUNTY ADVISORY BOARD – CONTINUED**

- 1.) All of the Boards and Committees appointed by the Board of County Commissioners are required to comply with the Sunshine Law FS 286.011 and some of the Boards and Committees appointed by the Board of County Commissioners are required to comply with Chapter 112, Florida Statutes, the Financial Disclosure Law. You may be required to file a Form 1 Financial Disclosure. You will be provided with more information upon appointment.
- 2.) Charlotte County, an equal opportunity/affirmative action employer, considers the selection and appointment of persons to advisory boards in a non-discriminatory manner consistent with the requirements of Federal, State and Local non-discrimination laws.
- 3.) The Board of County Commissioners request that you attend the Commission meeting at which your application will be considered for appointment. This office will notify you of the Commission meeting date.
- 4.) Members who fail to attend two (2) meetings in a rolling twelve-month period shall automatically forfeit their appointment.

By signing this application, you acknowledge that you have read and understand the previous statements.

*Brenda Wright*

Signature

August 13, 2025

Date

**A résumé or list of qualifications and experience is requested but cannot replace this application form.**

PLEASE RETURN THIS COMPLETED FORM TO:

Charlotte County Public Works  
Municipal Service District Representatives  
7000 Florida Street  
Punta Gorda, FL 33950

OR EMAIL TO:

[MSBU-TU@CharlotteCountyFl.gov](mailto:MSBU-TU@CharlotteCountyFl.gov)

BRENDA BUTLER WRIGHT  
9092 Kestral Circle, Englewood FL 34224  
Phone: 270-985-8204 Email: Brenda.wright00@yahoo.com

### **QUALIFICATIONS SUMMARY**

- Accomplished Executive Assistant with experience providing high-level support to CEO's and other top executives.
- A professional dedicated to make the lives of busy administrators easier. Seeking a position to not only provide income for myself but to make a positive difference in my community and lives of those I work alongside.
- Prepare well-researched and accurate documents and reports, manage calendars and travel, and expertly manage daily office tasks.
- My varied professional experience has provided me with a wealth of experience dealing with a wide variety of professional individuals and resources, and in each job opportunity I excelled in making improvements to procedures, forms, and general organization of an office.
- Proficient user of MS Office (Word, Excel, Outlook)

### **PROFESSIONAL EXPERIENCE**

- 1/22/24 – Present                      Community Association Manager, Grande Property Services, Rotonda West FL 33947
- Working part time assisting manager with daily work load
- 3/11/22                                      Retired
- 1/30/20- 3/11/22                      Office Assistant, Hamsher Homes, Port Charlotte, FL 33981
- Performed various office duties such as answering phone calls, filing, organizing and maintaining client files
  - Scheduled appointments, researched and maintained pricing, greeted clients
- 2/13/12 –1/29/20                      Community Association Manager (licensed), Grande Property Services, Rotonda West FL 33947
- Manager of 14 property owners' associations
  - Organize, schedule, facilitate, take notes and transcribe minutes for numerous meetings
  - Ensuring that regulatory statutes are met timely
  - Professionally interact with owners and negotiate with numerous vendors and contractors
- 7/13/10 – 4/1/11                      Risk Manager, MCS, Atlanta, GA
- Performed US Army Reserve medical provider credentialing background checks relying on a wide variety of sources from personal conversations with professionals to retrieving highly confidential information from numerous regulatory internet sites.
  - Department of Defense security clearance
  - Prepared accurate reports, traveled to Board meetings in Washington, DC where as a team we presented credentialing findings, took and transcribed minutes of the meeting.
- 3/6/06 – 12/15/09                      Executive Administrative Assistant & Credentialing Specialist, ACMH Hospital, Kittanning, PA
- As well as being the right-hand professional support to the CEO and VP of Medical Affairs I managed the medical staff office where highly confidential credentialing of medical providers was performed.
  - Maintained executives' schedules, travel arrangements, attended numerous meetings, took and transcribed minutes, prepared reports, ensured administrative office and medical staff office met local, state and federal regulatory requirements.
  - Managed staff, greeted public, organized continuing education seminars, attended events on behalf of hospital, was well versed in state and federal regulations along with hospital and medical staff bylaws and rules and regulations and maintained an excellent rating in all internal, state and federal reviews.
- 2/5/05 - 3/5/06                      Assistant to Practice Manager, Butler Hospital Physician Group, Butler, PA
- As assistant to the Practice Manager I enjoyed a variety of duties including scheduling meetings, maintaining highly confidential patient and medical provider files, reporting to various outside agencies, researching and preparing reports, and streamlined procedures by introducing new forms and processes to ensure office ran proficiently.