

Profile

Alecia

First Name

N

Middle Initial

Collins-Andrews

Last Name

aleciacollinsandrews@gmail.com

Email Address

1440 Pinebrook Drive

Home Address

Suite or Apt

Clearwater

City

FL

State

33755

Postal Code

Mobile: (813) 557-0936

Primary Phone

Alternate Phone

Length of Residency - please select one. *

☒ 6+ years

Do you own or represent a business in Clearwater?

☐ Yes ☒ No

If yes, where is the business located? Do you conduct business with the City?

Which Boards would you like to apply for?

Auditor Selection Committee: Submitted

Collins & Assoc LLC

Employer

Ceo

Job Title

Occupation - If retired, enter former occupation.

nurse

Have you served or do you serve on a board in Clearwater?

☐ Yes ☒ No

If yes, please list the name of the board.

Why do you wish to serve on this board/committee? If seeking reappointment, state why you should be reappointed.

I learned about this committee during Citizens Academy. I'm interested in serving and learning more with this board; it seems very interesting.

What personal qualifications can you bring to this board or committee?

I have a financial and grant-writing background. I work with clients every day with my own personal business. I'm very personable and outgoing. Always willing to learn new things.

List Community Activities

I have volunteered at Clearwater Martin Luther King Center, Daystar Life Center, and with A Mothers Arm Inc. I also have a nonprofit in which we provide Christmas to families in North Pinellas County, rental and utility assistance referrals.

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Upload a Resume

Demographics

Some boards and commissions require membership to be racially, politically or geographically proportionate to the general public. The following information helps track our recruitment and diversity efforts. (Optional)

Ethnicity

☒ African American

Gender

☒ Female

03/01/1979

Date of Birth

The City of Clearwater strives to promote diversity and provide reasonable accommodations for individuals with disabilities. If you are requesting accommodation, please indicate below:

By clicking on "I Agree," below, I affirm that the information above is true and correct, and that I understand and agree to the responsibilities and commitment of time associated with an appointment to a Clearwater advisory board or committee.

☒ I Agree

All material submitted to the City of Clearwater is subject to the public records law of the State of Florida including Chapter 119, Florida Statutes.

Alecia N. Collins- Andrews
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Clearwater, Fl. 33755
(727)366-5149
collinsassocorp@gmail.com

Objective: To obtain a challenging position where I can utilize my skills and education to secure a position where there is growth.

Professional Skills:

- Infection Control and laboratory procedures
- Vital signs and EKG'S, Phlebotomy
- Pharmacology
- Front and Back office
- Medical Terminology
- Billing and Coding, Computer Skills
- Written and Verbal Communication/ Charting
- Interaction with physicians, nursing staff and patients
- Grant Writing over 16yrs experience
- Business Plans over 16yrs experience

Certifications: CPR/BLS, First Aid, HIV/AIDS, Grant Writing

Awards: Star Award for Academic Achievement,
FGLSAMP Scholar, McNair Scholar

Education:

Ultimate Medical Academy, Clearwater, Fl. 9/2007- 6/2008
Medical /Clinical Lab Assistant/RN

Florida State University, Tallahassee, Fl. 9/2004-8/2006
MS Chemistry

Grant Central USA 1/2005
Certified Grant Writer

Florida A&M University, Tallahassee, Fl. 1/2000-8/2004
BS Chemistry

Tallahassee Community College, Tallahassee, Fl. 8/1997-1/1999
AA Pre Medicine

Experience:

Collins & Assoc LLC, Palm Harbor, Fl. 02/20/2021-Present

We are a Grant Writing and multi-service company that provides financial stability to non-profit organizations, small businesses, and individuals. Services offered grant writing, business plans, taxes, notary services, loan modifications, start-up nonprofits, LLCs, corporations, create bylaws, etc.

Daystar Life Center, St. Petersburg, Fl. 01/01/2020-Present
Non-profit serves homeless with different services (volunteer)

A Mothers Arm Inc, Dunedin, Fl. 12/5/2017-12/31/2020
Board Member, Secretary, and Fundraising Chair (volunteer)

Clearwater MLK Center, Clearwater, Fl.
Board Member, Secretary, and Fundraising Chair (volunteer) 12/5/2016-12/5/2020

The Diagnostic Clinic, Clearwater, Fl. 12/1/2008-12/1/2016

Duties as a phlebotomist were to collect appropriate specimens from patients for tests ordered by a physician, provide correct and clearly understood instructions to patients for collection of specimens, possess and utilizes knowledge of the clinic computer system and the lab computer and label printer ensuring proper specimen collection and handling, assists the Accounting Department by providing proper CPT codes for tests ordered, directs patients to other parts of the clinic for further testing and services, maintains a well-stocked and clean work area, performs some clerical duties as required for recordkeeping and maintenance, processes specimens to be sent to any reference laboratory, and processes specimen received in the Main Laboratory from satellite offices.

Bay Pines VAHCS, Bay Pines, FL.

5/2008-6/2008

Externship 180 hours- Duties were to draw patients blood in an outpatient/inpatient setting and to deliver specimens to specific departments.

Florida A&M University, Tallahassee, FL.

1/2002-8/2007

Duties as a research assistant were to prepare chemicals for medicinal chemistry research and also included centrifuging, purifying, weighing and calculations on research finding.

Florida A&M University, Tallahassee, FL.

1/2002-8/2005

Duties as an office assistant were to complete payroll, filing, answer phones, and create payroll contracts for ops students and faculty.

GwenAndrews Inc, Quincy, FL.

1/2003-5/2005

Duties as a home health aide was to go out to the patients home to cook, clean, bathe, and give meds.