

**Joseph Francis Zimmerman**

95201 Plum Loop

Fernandina Beach, Florida

904-601-8069

[joseph.zimmerman@zimmermangroup.net](mailto:joseph.zimmerman@zimmermangroup.net)**PROFICIENCIES**

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Advanced Computer Proficiency	Excellent Administrative Skills	Well Rounded People Skills
Great Attention to Detail	Responds Well to Pressure	Proficient in Office and Xactimate
Works Well Independently	Legislative and Legal Skills	Good Multitasker

**EDUCATION**

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Associates of Arts Degree

Pasco Hernando State College

Bachelors of Global Relations

University of Central Florida

Florida Licensed Insurance Adjuster

**WORK EXPERIENCE**

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**Executive Council Staff, Jacksonville City Council**

Jacksonville, FL 07/19-Present

- Manage constituent casework.
- Develop constituent management software.
- Research legislative issues, draft and file legislation on behalf of the office
- Organize and attend public meetings, stand in for the Council Member at official City functions.
- Track and file quasi-judicial and ex-parte communications as necessary
- Land Use and Zoning Committee - File and Track PUDs
- Land Use and Zoning Committee - Negotiate with constituents and stakeholders to resolve conflicts regarding Land Use and Zoning Applications
- Land Use and Zoning Committee - Attend Planning Commission Meetings when necessary regarding planning applications in the district to take action on deferral or advancement of agenda items
- Transportation, Energy and Utilities Committee – Meet with constituents and stakeholders regarding the impact of ordinances or proposed legislation on existing utility infrastructure within the city
- Transportation, Energy and Utilities Committee – Meet with relevant city and state stakeholders regarding planned upgrades and existing infrastructure
- Transportation, Energy and Utilities Committee – Prepare white papers and documentation for stakeholders, Council Members and the press regarding the affects and outcomes of TEU action items
- Attend and organize meetings
- Serve as primary liaison to the press, including the drafting of remarks and press releases

**Owner, The Zimmerman Group**

Fernandina Beach Office, FL 07/15-Present

- Residential Property Preservation, IT Auditing, Insurance Estimate File Review
- Residential, Commercial and Industrial IT and network services
- Consumer electronics repair and diagnosis, retail point of sale systems

**Constituent Liaison, Florida House of Representatives,**

Fernandina Beach Office, FL 08/12-12/15

- Manage constituent casework.
- Develop constituent management software.
- Research legislative issues, laws, and bills on the floor.
- Organize and attend public meetings, stand in for the Representative at official state functions.
- File and track legislation during session.
- Analyze Policy.

**Sales Manager, Office Depot,**

Langhorne, PA 2/07-11/11

- Open and close the store, including setting up merchandise to open and cleaning the store to close.
- Assist customers by providing information and resolving their complaints.
- Maintain clean and orderly checkout areas throughout shift.
- Coach staff with sales techniques in order to accomplish company sales goals and objectives.

**PAST AND CURRENT BOARD AND CLUB MEMBERSHIP**

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- Board of Directors, Eldersource Florida
- Vice Chair, Citizens for Public Beaches and Shores
- Past Chair, Nassau County Sheriff's Office Citizens Advisory Team
- Westside Republican Club, Member
- Member, Republican Executive Committee
- Past Board, Yulee Little League
- Past Board, Light Up Amelia