

**St. Petersburg College**  
**Application for James Bailey**

as of Mar 23, 2014

**Applicant Info**

**Contact Info**

<b>First Name</b>	James
<b>Last Name</b>	Bailey
<b>Address</b>	2400 Feather Sound Dr
<b>Address 2</b>	817
<b>City</b>	Clearwater
<b>State</b>	Florida
<b>Zip Code</b>	33762
<b>Primary Phone</b>	4235575434
<b>Alternate Phone</b>	4235575434
<b>Work Phone</b>	4235575434
<b>May we call you at work?</b>	No
<b>Primary Email</b>	jamesc.bailey@gmail.com
<b>Alternate Email</b>	jamesc.bailey@gmail.com

**Availability**

<b>Date Available</b>	2013-07-28
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**Education**

**High School**

<b>School Name</b>	Science Hill High School
<b>City</b>	Johnson City
<b>State</b>	Tennessee
<b>Diploma, GED, or Highest Grade Completed</b>	Diploma

**Higher Education**

<b>School Name</b>	Florida State University
<b>Type of School</b>	University or College
<b>Type of Degree</b>	Bachelors
<b>Date on which degree was conferred</b>	Aug-2010
<b>Course of Study</b>	Political Science
<b>Credit Hours Earned</b>	120
<b>City</b>	Tallahassee
<b>State</b>	Florida

**Background**

<b>Military</b>	
Do you currently serve, or have you ever served in the Armed Forces?	No

<b>Citizenship</b>	
Are you a citizen or permanent resident of the United States?	Yes

<b>Background</b>	
Have you ever been dismissed from any position or advised to seek employment elsewhere?	No
Have you ever been found to be in violation of the Florida Code of Ethics or any other ethical standard?	No
Have you ever been party to any formal proceeding where you have been found to have violated a sexual harassment policy of any employing entity?	No
In any current/prior employment positions, were there ever any material audit criticisms regarding areas over which you had/have jurisdiction or provided oversight?	No
Has your drivers license ever been suspended or revoked?	No

<b>Convictions</b>	
Have you ever been convicted of a felony or first-degree misdemeanor?	No

<b>Nolo Contendere / No Contest</b>	
Have you ever pled nolo contendere or pled guilty to a crime which is a felony or first-degree misdemeanor?	No

<b>Adjudication Withheld</b>	
Have you ever had the adjudication of guilt withheld for a crime which is a felony or first-degree misdemeanor?	No

**Employment History**

<b>SPC Employment</b>	
Have you ever been employed by SPC?	No - Not previously employed by SPC

<b>Employment History</b>	
Add Employment History?	Yes
<b>Southeaster College</b>	
Name of Employer	Southeaster College
Address	11208 Blue Heron Blvd
City	Saint Petersburg
State	Florida

<b>Zip Code</b>	33716
<b>From</b>	Jan-2012
<b>To</b>	present
<b>Supervisor's Name</b>	Youlande Allum
<b>Supervisor's Title</b>	Financial Aid Officer
<b>Supervisor's Phone</b>	7275766500
<b>Ending Annual Salary or Hourly Rate</b>	15.87
<b>Hours worked per week</b>	40
<b>Job Title</b>	Financial Aid Officer
<b>Duties and responsibilities</b>	<p>-Meeting with clients: providing excellent customer service; thoroughly explaining paperwork and assisting clients in completing paperwork; analyzing client's financial aid eligibility, which includes researching past financial aid and resolving any issues that arise. -Knowledge of rapidly changing federal regulations and policies: Ensure that all paperwork abides by both corporate and federal policy. Ensuring that all files are complete and accurate. Our department consistently ranks as the most efficient among other corporate financial aid departments.</p> <p>-Organizing, maintaining, and reviewing client files: In addition to processing many new student files every month, also responsible for completing and processing repackaging appointment files, as well as handling the needs of current students.</p> <p>-Compiling data for and completing reports: Responsible for organizing, completing, and sending reports to the necessary individuals on a weekly or daily basis. -Meeting deadlines: Part of abiding by federal and corporate policy involves understanding, recognizing, and adhering to strict deadlines. All of the work handled is time-sensitive and must be completed by a certain deadline.</p> <p>-Cooperation with other departments: Work with other departments to ensure each client is satisfied and prepared to enroll.</p>
<b>Reason(s) for leaving</b>	Still employed; looking for better advancement opportunities.

<b>Tampa Bay Times</b>	
<b>Name of Employer</b>	Tampa Bay Times
<b>Address</b>	490 First Avenue South
<b>City</b>	Saint Petersburg
<b>State</b>	Florida
<b>Zip Code</b>	33701
<b>From</b>	Oct-2011
<b>To</b>	Jan-2012
<b>Was this a volunteer position?</b>	No
<b>Supervisor's Name</b>	Dawn Perry
<b>Supervisor's Title</b>	Customer Relations Manager
<b>May we contact this employer?</b>	Yes
<b>Supervisor's Phone</b>	727-893-8111
<b>Web Site</b>	tampabay.com
<b>Ending Annual Salary or Hourly Rate</b>	9.25
<b>Hours worked per week</b>	30
<b>Job Title</b>	Customer Relations Specialist
<b>Duties and responsibilities</b>	-Providing Customer Service: providing excellent customer service; working in a high-volume call center; ensuring customer satisfaction by resolving any issues or disputes; occasional up-selling.

Reason(s) for leaving Was offered a full-time position.

**Leadership Institute**

<b>Name of Employer</b>	Leadership Institute
<b>Address</b>	1101 North Highland Street
<b>City</b>	Arlington
<b>State</b>	Virginia
<b>Zip Code</b>	22201
<b>From</b>	Aug-2010
<b>To</b>	Nov-2010
<b>Was this a volunteer position?</b>	No
<b>Supervisor's Name</b>	Amanda Prevette
<b>Supervisor's Title</b>	Regional Coordinator
<b>May we contact this employer?</b>	Yes
<b>Supervisor's Phone</b>	7032472000
<b>Ending Annual Salary or Hourly Rate</b>	10
<b>Hours worked per week</b>	40
<b>Job Title</b>	Field Representative
<b>Duties and responsibilities</b>	-Recruitment: Identifying, recruiting, and training student leaders on college campuses, helping to start on-campus groups and newspapers. -Organizing Meetings: Organized training seminars and group meetings.
<b>Reason(s) for leaving</b>	Temporary contract position

**Frontline Strategies**

<b>Name of Employer</b>	Frontline Strategies
<b>Address</b>	526 E Park Ave # 1
<b>City</b>	Tallahassee
<b>State</b>	Florida
<b>Zip Code</b>	32301
<b>From</b>	Jun-2010
<b>To</b>	Aug-2010
<b>Was this a volunteer position?</b>	Yes
<b>Supervisor's Name</b>	Matt Mohler
<b>Supervisor's Title</b>	Vice President
<b>May we contact this employer?</b>	Yes
<b>Supervisor's Phone</b>	8502228156
<b>Ending Annual Salary or Hourly Rate</b>	0
<b>Hours worked per week</b>	25
<b>Job Title</b>	Research Associate
<b>Duties and responsibilities</b>	

-Researching: Providing thorough and accurate research as assigned or as needed. Involves filing public records requests, searching research databases, and creating reports based on findings.

**Reason(s) for leaving** Temporary contract position.

#### James Madison Institute

<b>Name of Employer</b>	James Madison Institute
<b>Address</b>	100 North Duval Street
<b>City</b>	Tallahassee
<b>State</b>	Florida
<b>Zip Code</b>	32301
<b>From</b>	Jan-2010
<b>To</b>	Apr-2010
<b>Was this a volunteer position?</b>	Yes
<b>Supervisor's Name</b>	Francisco Gonzalez
<b>Supervisor's Title</b>	Director of Development
<b>May we contact this employer?</b>	Yes
<b>Supervisor's Phone</b>	18663403131
<b>Web Site</b>	jamesmadison.org
<b>Ending Annual Salary or Hourly Rate</b>	0
<b>Hours worked per week</b>	20
<b>Job Title</b>	Research Intern
<b>Duties and responsibilities</b>	-Research and writing: Provided assigned research to staff as needed. Contributed to reports and to Institute website's blog.
<b>Reason(s) for leaving</b>	Temporary Internship.

#### FSView & Florida Flambeau

<b>Name of Employer</b>	FSView & Florida Flambeau
<b>Address</b>	954 West Brevard Street
<b>City</b>	Tallahassee
<b>State</b>	Florida
<b>Zip Code</b>	32304
<b>From</b>	Jun-2009
<b>To</b>	Aug-2010
<b>Was this a volunteer position?</b>	No
<b>Supervisor's Name</b>	Adam Clement
<b>Supervisor's Title</b>	Editor-in-chief
<b>May we contact this employer?</b>	Yes
<b>Supervisor's Phone</b>	8505611612
<b>Web Site</b>	www.fsview.com
<b>Ending Annual Salary or Hourly Rate</b>	7

<b>Hours worked per week</b>	30
<b>Job Title</b>	Staff Writer
<b>Duties and responsibilities</b>	-Awards: Writer of the Semester, Spring 2010 -Meeting Deadlines: Creating original content on a strict deadline. Never missed a deadline.
<b>Reason(s) for leaving</b>	Graduation from school.

References

<b>Reference</b>	
<b>First Name</b>	Youlande
<b>Last Name</b>	Allum
<b>Association</b>	Supervisor
<b>Address</b>	11208 Blue Heron Blvd
<b>Address 2</b>	11208 Blue Heron Blvd
<b>City</b>	Saint Petersburg
<b>State</b>	Florida
<b>Zip Code</b>	33716
<b>Primary Phone</b>	8134461209

<b>Reference</b>	
<b>First Name</b>	Matt
<b>Last Name</b>	Mohler
<b>Association</b>	Former Supervisor
<b>Address</b>	526 E Park Ave # 1
<b>City</b>	Tallahassee
<b>State</b>	Florida
<b>Zip Code</b>	32301
<b>Primary Phone</b>	8504919640

<b>Reference</b>	
<b>First Name</b>	Francisco
<b>Last Name</b>	Gonzalez
<b>Association</b>	Former Supervisor
<b>Address</b>	100 North Duval Street
<b>City</b>	Tallahassee
<b>State</b>	Florida
<b>Zip Code</b>	32301
<b>Primary Phone</b>	5614002549
<b>Email Address (optional)</b>	fgonzalez@jamesmadison.org