

James Davis
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Objective

A position as a Operations Manager, Production Manager or General Manager. Strong Business Development Manager that has established key relationship in short amounts of time. Experienced in Business Process Development, downsizing, and team building.

Ability Summary

Experience in determining and formulating policies and providing the overall direction of companies or private and public sector organizations within the guidelines set up by a board of directors or similar governing body. Screenwriter, with 6 scripts in preproduction for LA studios, with one published novel.

Employment History

Code Enforcement Manager, City of Venice

09/2017 – Present

Some of the accomplishments include development and approval of Standard Operating Procedures for Code Enforcement processes which formalize response times, case enforcement elevations, and various procedural guidelines in the officers daily routines. During the first month of joining the City of Venice I also performed a Workflow Analysis Study to provide data for equity of case assignment and for determination of officer resource planning.

Developed transition of Code Enforcement to integrate with the Police Department combining civilian police service aides and code enforcement to become the new unit called Community Resource Officers. Developed Operating Procedures. Submit vacant home registration program, manage employee workload. Perform workflow study and employees case load studies. Work with City Council and Development Council on new Ordinances. Manage short-term dwelling software acquisition process. Direct traffic, oversee school crossings, and presentations to HOA's and public hearings. Enforce all compliance issues for Zoning, Planning, Solid Waste, Public Works and City Manager. Manage Parking Enforcement and DMV reporting.

06/2015 – 09/2017 Charlotte County BCC

Conducts onsite inspections and re-inspections; investigates and determines existence and type of zoning, housing, signage, health, noise, animal, public safety, property maintenance and/or nuisance code violations and recommends corrective actions to bring about compliance; determines time frames for compliance achievement; issues notices of violations and citations.

Code Enforcement Investigator

07/2012 – 08/08/2014 Collier County BCC

Answers inquiries from and advises property owners, builders and the public regarding compliance with zoning regulations, property maintenance standards, structure design standards, regulatory practices and conducts research regarding property ownership, current and past permits and applications, and applicable codes; coordinates code enforcement actions with other City departments and other governmental agencies when necessary. Plans and recommends code

enforcement strategies and policies; develops code enforcement procedures and schedules; assists planners in preparing new municipal codes or revising existing ordinances. Prepares correspondence to educate the public and advise individuals on the status of code enforcement activities. Awarded recognition from Department with an employee of the month award and named Rising Star of 2012

Employment Security Representative

10/2011 – 07/2012

Southwest Florida Works

Naples, FL

Interviews and assesses customer's needs and provides service or referrals as appropriate. Uses standardized counseling techniques to assist special groups and/or individuals (TAA/Dislocated Eligible) in deciding on vocational goals, availability of training and employment goals, and makes referrals to appropriate Career Center's for training. Refers customers to job openings, and other employment related services. Assists in the development of career-laddering programs, job descriptions, and related advancement opportunities. Conducts eligibility screenings of participants. Utilizes network of established employment and/or training opportunities with local business leaders and community organizations. Assists with conducting transition sessions with employers and workers affected by layoffs or business closures. Assists in the development and delivery of training programs to staff working in the Career Centers/Refugee Centers.

Chief Executive Officer (CEO)

06/2008 - 05/2010

Powertown Sports

Iowa, MO

Determine and formulate policies and provide overall direction of companies or private and public sector organizations within guidelines set up by a board of directors or similar governing body. Plan, direct, or coordinate operational activities at the highest level of management with the help of subordinate executives and staff managers. Created marketing strategies for new client development. Hired and trained 10 trainers. Downturn of Economy caused locations to be closed. Could no longer compete with franchising chains.

Senior Air Monitoring Technician/Technical Writer

06/2006 - 12/2007

Parsons Engineering/Alion Sciences

Newport, IN

Review and edit technical documents including Laboratory Field Instructions (LAFI) for consistency, OPFI (Operations Field Instructions), Project Procedures adherence to writer's guide, and compliance with design documents. Conduct air monitoring field sampling and field and laboratory analyses for lethal chemical agents; operate air monitoring equipment for analysis of effluent gases; manage solid sorbent sampling tubes; calibrate automated air sampling and gas chromatography; perform field checks and routine maintenance on field air monitoring instruments; perform duties of Air Monitoring and Emergency Response Teams, including use of personal protective equipment, determination of cause of alarm, and acquisition of solid sorbent sampling tubes for laboratory analysis. Contract ended, all nerve agent destroyed.

Shift Supervisor/Manufacturing

12/2004 - 06/2005

O & I Healthcare

Sullivan, IN

Served as supervisor of Injection Molding Plastic healthcare product production. Perform quality assurance, shift management, production planning and scheduling in a Union environment. ISO 9000 trained in Quality and Safety. Plant closed operations.

Project Manager

01/1997 - 11/2004 MCI WorldCom Cary, NC

Configured, administered, changed, supported and installed client Checkpoint PIX, and Cisco IOS firewall feature set firewalls. Supported local area network (LAN) and wide area network (WAN) hardware and software. Analyzed customer procedures to recommend operational support tools and technologies to satisfy customer needs. Configured, troubleshot and administered network firewalls. Developed technical document for new business practice for Managed Network Security Management. Participated on project teams in the implementation of new / upgraded designs. Responsible for procedures for implementing change management, performance management, and security.

President/CEO

05/1994- 12/1997 Innovative Technologies Aurora, CO

Determine and formulate policies and provide overall direction of companies or private and public sector organizations within guidelines set up by a board of directors or similar governing body. Plan, direct, or coordinate operational activities at the highest level of management with the help of subordinate executives and staff managers. Responsible for serving the software and professional service needs of a target market. Acted as a liaison between the customer, suppliers, and other technical groups to resolve network and hardware problems. Provided network administration for Sun Solaris workstations and Software Test and Integration on DOD processing systems. Established strategic plans, operational models and staffing requirements. Developed Concept of Operations documents and technical publications. Served as Proposal Manager and RFP writer for multi-million dollar aerospace projects.

Intelligence Analyst

12/1986 - 05/1994 United States Marine Corps conus, FL

Held and currently maintain Top Secret (SCI) clearance. Performed liaison with fleet and national elements. Participated with JTF4&5 in maritime shipping cell known as Project Seahunt in support of anti-drug trafficking. Supported NSA, FBI, and CIA in intelligence gathering and anti-terrorism. .

Education and Training

Issuing Institution	Qualification	Course of Study
Southern Christian University	Master's Degree	Leadership/Management
Southern Christian University	Bachelor's Degree	Bible
Central Ohio Technical College Police Ac	Vocational School Certificate	Law Enforcement

Occupational Licenses & Certificates

Certification Title	Issuing Organization	Completion Date
Workforce Development Professional Tier	Dynamic Works Institute	02/2012
Police Certification	COTC	10/1986
Certified Code Enforcement Level 1,3,4	State of Florida	01/2014

Honors & Activities

Marine of the Year, Military Excellence Award for College Program, Multiple Marine Corps Meritorious Awards.

Additional Information

Published Author

Marine of the Year, Military Excellence Award for College Program, Multiple Marine Corps Meritorious Awards.

Played a football extra on Duane "Rock" Johnson movie "The Game Plan"

Appeared on "Great American Dream Vote" with Donny Osmond

Oldest Player to tryout with an NFL Team (San Francisco 49ers – 43 years old)

References Available on Request