




CONTACT

 St. Augustine, FL
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AREAS OF EXPERTISE

Innovative
Solution Focused
Planning & Implementation
Relationship Building
Stakeholder Collaboration
Business Management
Meeting Program Objectives
Budget Planning, Scheduling
Effective Communication
Community Planning
Historic Preservation
Managing Risks & Cost

TECHNICAL SKILLS

Microsoft Word, Office, Teams
Munis, Civic Plus
PowerPoint/Keynote
OpenGov
Demand Star
Excel
Outlook
Google Calendars
Web Ex/Skype
Project Management Software

REFERENCES

Available Upon Request

JAIME D. PERKINS

Public Administration | Project Manager | Community Development | Strategic Planning

Profile

Ambitious professional- delivering effective presentations, operational leadership, master of administration

Education

University of Phoenix- Jacksonville, FL

Master of Public Administration-2014

Master of Project Management-2020

Career Narrative

City of St. Augustine - St. Augustine, FL September 2020-Present

Neighborhood Services & Community Redevelopment Division Manager

Initiate, plan, and implement projects and programs within the City of St. Augustine's Neighborhood Services & Community Redevelopment Areas.

Division Manager Functions:

- Oversee daily operations of the division, annual budget, policy implementation;
- Manage staff tasks and daily functions;
- Identify and establish community relationships and partnerships;
- Build, execute, and refine project plans, planning, development;
- Manage and administrate grant opportunities;
- Plan and execute daily task- related to contractors and consultants;
- Collaborate with city staff and community partners/stakeholders;
- Develop and maintain superior knowledge of agency/commission expectations;
- Manage projects- design, cost, implementation, close-out;
- Manage reports and analyze data, implementing strategy for project risk and cost.

JDP & Associates - St. Augustine, FL February 2015- Present

Owner & Sr. Consultant

Creative Project Manager, delivering effective administrative services to organizations small and large. Executing productive projects within budget and on schedule. Interpreting documents and completing administrative tasks.

Consultant Functions:

- Identify and establish new client relationships;
- Build, execute and refine project plans;
- Establishing placemaking/place saving initiatives;
- Manage and administrate grant opportunities;
- Plan and execute daily task and call list for new and existing client leads;
- Collaborate with internal and external stakeholders;
- Develop and maintain superior knowledge of industry expectations;
- Provide exceptional scheduling and communication solutions;
- Manage reports, analyze data, implementing strategy for project risk and cost.

Fidelity - Jacksonville, FL April 2015 - February 2016

Training & Development Manager

Develop and deliver job specific function training. Review and approve regulatory developmental training. Collaborate with other Operational Managers and liaisons to develop training programs that align with overall corporate strategic goals.

Manager Functions:

- Monitors current marketplace information on existing mortgage products, new products, delivery schedules, delivery techniques;
- Recommends changes in service, and policy by evaluating results and developments;
- Assist operational manager in resolving customer/consumer complaints by investigating problems, developing solutions, preparing reports, and making recommendations to management;
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional organizations;
- Oversee and facilitate new hire orientation;
- Analyze departmental training needs;
- Work proactively to engage in opportunities for new and tenured staff training and development.

EverBank - Jacksonville, FL October 2009 - April 2015

Special Loans Department Manager

Develop and implement effective policy and procedures to maintain effective loan processing and exceptional customer and consumer services. Manage loan cycle process and determine efficient work plan to achieve corporate objectives.

Manager Functions:

- Provide strategic direction for daily task completion;
- Provide training and coaching for specialist toward career goal achievements;
- Coordinate with Compliance Officers, department President and VP;
- Participate in the development of new services and customer service strategies;
- Attend new product meetings, expand knowledge to my team;
- Maintains professional knowledge of customer facing mortgage processing;

Career Achievements

- Developed & Implemented New Policy and Procedure Manual
- Employee of the Quarter
- Top 5% Award Winning Representative
- Business Owner & Local Advocate Recognition, St. Augustine Social, 2019 Nu
- Nation of Men Award Recipient, 2022
- \$1M+ Grant Funding Acquisition
- Five Time Historic Preservation Conference Session Speaker
- Florida Redevelopment Association Conference Planning Committee Women in
- Leadership Keynote Speaker
- Leadership St. Johns Class of 2024