

**CITY OF LAKE CITY, FLORIDA
CITY BOARD/COMMITTEE APPLICATION**

Dear Applicant:

Thank you for your interest in serving the City of Lake City as a member of a "Citizen" board or committee. We appreciate your willingness to help our elected and appointed officials shape the future of Lake City.

Please note, the City of Lake City is subject to FS 119, therefore this application is subject to disclosure absent any applicable exemptions.

<u>Kendria</u>	<u>Jones</u>	<u>N.</u>
First Name	Last Name	Middle Initial
<u>842 SE Saint Johns Street</u>		
Home Address		
<u>Lake City</u>	<u>Florida</u>	<u>32025</u>
City	State	Zip
<u>(386) 623-3414</u>	<u>Cell#</u>	<u>jones.kendria@yahoo.com</u>
Phone Number		Email

The following list compiles the active Boards and Committees of the City. Membership is limited to only one board. Please indicate your preference by marking which Board(s) or Committee(s) you would like to serve:

Beautification Advisory Committee _____

Community Redevelopment Advisory Committee _____

Utility Advisory Committee _____

Planning and Zoning Board

Board of Trustees – Municipal Firefighters Pension Trust Fund _____

Board of Trustees – General City Employees Retirement Plan _____

Board of Trustees – Lake City Municipal Police Officers Retirement Trust Fund _____

Charter Review _____

Other: _____

Please indicate any certifications, skills, or experience that you feel will benefit the City through your service on a Board or Committee.

ACI INC Certified, Master's in Public Administration
Over 15 years experience in Customer Service, Bachelor's in
Criminal Justice, Over 15 years experience in Corrections.

KENDRIA N. JONES
842 SE SAINT JOHN STREET- LAKE CITY, FL 32025
jones.kendria@yahoo.com
(386) 623-3414

QUALIFICATIONS

I possess over 15 years' experience in corrections, over 3 years' experience as a judicial assistant, and over 6 years' experience as a Customer Service Representative and Supervisor. want from the

OBJECTIVE

Seeking a public administration role to leverage strong communication and organizational skills to contribute to efficient policy implementation, while expanding knowledge and gaining valuable experience.

EDUCATION

Columbia High School, High School Diploma,	Lake City, Florida June 1999
American InterContinental University Bachelor's Degree in Criminal Justice & Case Management	Schaumburg, IL July 2016-February 2017
Strayer University Master's Degree in Public Administration	Jacksonville, FL October 2017-September 2020

PROFESSIONAL EXPERIENCE

Corrections Corporation of America Classification Release Officer/Sentence Specialist/Case Manager	August 2009- Present
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- Work closely with ADO Staff and Department Heads to resolve any/all discrepancies

- Member of the Institutional Classification Team which approves special and restricted housing, transfers, job assignments, academic, vocational, and mandatory program enrollments

- Ensure all information relating to cases is accurate and appear as it was imposed by court

- Handle all end of sentence documentation

- Input and update information in systems pertaining to the release of inmates

- Communicate closely with various correctional facilities, Probation and Parole, and various criminal justice agencies within the United States to include Department of Homeland Security/Immigration

- Prepare necessary documentation for inmates pending outside court appearances

- Assist with the onboarding and training of new clerks and case managers

- Maintain an exceptional daily working relationship assisting and facilitating others to accomplish goals set by administration and other departments

- Make contact with Florida Department of Corrections to ensure all discrepancies with inmate sentences are corrected

- Contact Central Office advising the imposition of amended, vacated, and new sentences

- Assist inmates with ensuring they are identification ready prior to release as an attempt to reduce recidivism

- Answer inmate's request pertaining to issuance of gain time, court-imposed sentence, phone request, or other inmate needs or concerns

- Counsel with inmates regarding appropriate program placement and skills necessary for successful re-entry to the community upon release, coordinate placement of the inmate into the programs, monitor and evaluate progress and ensure completion of programs is documented in the inmate records.

- Assist the Classification Supervisor in the review and implementation of appropriate departmental policies and procedures
- Act as Classification Supervisor as necessary

**Wainwright Judicial Services,
Judicial Assistant
August 2009**

October 2006-

- **Attend court hearings**
- **Prepare official documents such as affidavits, warrants, and other court correspondences**
- **Obtain personal and confidential information from offenders whom have been sentenced to probation**
- **Ensure that all terms of probation are being followed and completed in the time allotted**
- **Provide sentence information and instruct offenders on the terms of their probation**
- Communicate with various departments within the judicial system to provide, collect, and maintain information on the offenders in which the office is responsible for supervising

**BellSouth Telecommunications,
Call Center Lead**

January 2000-August 2006

- **Provide general information to the public to include addresses, telephone numbers for residential and commercial customers**
- **Supervise and assist a team of up to 50 communications employees with incoming customer calls**
- **Managed call quality and conflict resolution**
- **Managed work schedules of team members based on need and availability**