

Ami Fields

McAplin, FL

Master's in Business

Was terminated from COLC 2021 – not eligible for rehire

Resigned as Interim City Manager 2021 without notice – not eligible for rehire

Discrepancies in dates on resume

- 05/2017 – 12/2022 – Exec Director Literacy Volunteer Program in Georgia
- 04/2021 – 09/2021 – Interim City Manager/HR Director for COLC
- 08/2018 – Present – Proprietor Purple Foxx Corp Commercial Cleaning

****How was she able to hold down the position in Georgia and work for COLC at the same time.**



04/05/2021 09/14/2021
Personal Employment Jobs Payroll Data Employer Reporting

- Dashboard Links
- Documents
- Notes
- eSuite Access
- Employee Service
- Quick Links
- Employment

Edit Create Event Delete Event Employment History View

Effective Date: 09/14/2021

Status Information

Status	Terminated	Comments
Status Event	Resignation W/O Status	Resigned without notice
Event Reason	Not Eligible For Re-Hire	
Employment Type	Full Time	
Employment Class	Exempt	
EEOC	Full Time	
Company	1099	

Date Selection

Hire Date	04/05/2021	Seniority Date	04/05/2021
Benefit Date	07/01/2021	Seniority Rank	
Accrual Date	04/08/2021	Termination Date	09/14/2021
		IMP Start Date	

- User Defined Fields
- FRS Class Code
 - FRS Plan Code
 - FRS Position Number
 - WA Ret Investment Program
 - WA Ret Plan Choice
 - WA Ret Plan Code
 - WA Ret Rate Option
 - WA Ret Type Code



16690 115th Road
McAlpin, FL 32062
386-590-4588
apurplefoxx@gmail.com

Ami Fields

The City Council
The City of Lake City, FL
205 N Marion Ave.
Lake City, FL
32055

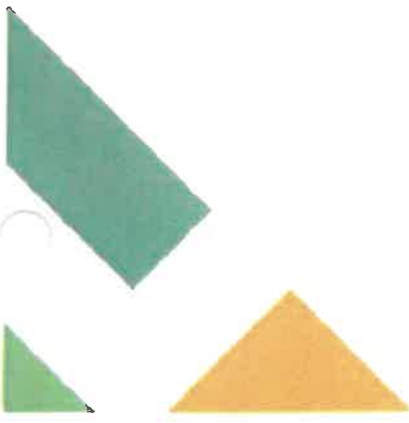
I am excited to apply for the position of City Manager at the City of Lake City, FL. I believe my experience in management, organization, and communication will be highly valuable to your organization.

My experience in planning, supervision of personnel and overseeing administrative tasks will help ensure that your projects run smoothly and efficiently. Additionally, my ability to work well under pressure and to multitask effectively will enable me to handle the demands of the principles and practices of public administration.

Thank you for considering my application. I look forward to discussing my qualifications with you further.

Sincerely,

**Ami Fields
1 Feb 2024**



Published on *City of Lake City, FL* (<https://www.lcfla.com>)

[Home](#) > [Application for General Employment](#) > [Webform results](#) > Application for General Employment

Submission information

Form: [Employment Application](#) (1)
Submitted by Visitor (not verified)
Thu, 02/01/2024 - 1:29pm
71.30.243.55

Today's Date Thu, 02/01/2024

Are you applying for a position within the Police Department? No

Which position are you applying for? City Manager

Are you over the age of 18? Yes

Are you eligible to work in the United States? Yes

Have you read the full job postings for the position in which you are applying? Yes

Are there any duties you are unable to perform? No

Are there any days or hours you are unable to work? No

Are you able to travel, if required? Yes

Expected Salary (annual): \$ 150000

Have you ever been employed by the City of Lake City or Lake City Police Department? Yes

If YES, Give dates and positions held: Director of Human Resources 2022
Interim City Manager 2022

Do you have any relatives currently employed by the City of Lake City or Lake City Police Department? Yes

If YES, Give names and departments Corey Williams - My Husband's cousin; no direct
bloodline to me

Why are you interested in working for the City of Lake City? This time I know I can make a
difference. I love people and have a passion for public service.

Applicant Information + Driver's History

Applicant Information

Full Name:
Ami Fields

Social Security Number

Current Address

16690 115th Road

City, State Zipcode
McAlpin, FL 32062

Home phone number
386-590-4588

Cell phone number

Email address
apurplefoxx@gmail.com

Driver's History

Can you operate a motor vehicle? Yes

Do you possess a valid Florida driver's license? Yes

Have you ever possessed a driver's license or CDL of any kind from any other state? No

Have you ever had your driver's license SUSPENDED or REVOKED? No

List all traffic citations and crashes in the last five (5) years: N/A

Criminal History

Criminal History

Have you ever been convicted of, or pled guilty, no contest, or nolo contendere to a crime?
No

Have you ever been a defendant in a civil action for intentional tort (e.g. assault, battery, intentional infliction of emotional distress), or an unlawful employment practice (e.g. sexual or racial harassment)? No

Have you ever been charged with a crime and either placed on court-ordered probation, had adjudication withheld, entered a pre-trial intervention program, or have any criminal charges pending now? No

If you answered YES to any of the above, please fully explain below:

Education

Education

Depending on the position sought, you may be required to provide a copy of your high school or college transcripts, degrees, and/or professional registration.

Do you currently have a high school diploma? Yes

High School Information

Name of School
Hamilton County High

City and State
Jasper, FL

Date Graduated
05/1987

College or Technical School 1

Name of School
University of Phoenix

City and State
Phoenix, AZ

Years attended
3

Major
Human Services Mgt

Degree obtained
BA

College or Technical School 2

Name of School
St Leo University

City and State
Florida

Years attended
3

Major
Human Resource Mgt

Degree obtained
MBA

Certificates or additional training completed:

Work History

Work History.

Please give the complete name and address of all employers, including military employment. Please describe the major duties performed. A resume may be attached as a supplement; however, you must complete all information requested on the application. Begin with your most recent employer and list all previous employers in chronological order. Include a minimum of 5 years of employment. Please contact HR if you need to add additional employers to your application.

Employer 1 (Current or most recent)**Name of Company**

Purple Foxx Corporation

Street Address

11386 168th Street

City, State, Zip

MC ALPIN, FL 32062

Phone Number

13865904588

Dates Employed

2018

Supervisor's Name

Proprietor

Pay Rate

\$56000

Brief Description of Duties

- Manage daily operations through Team Lead by delivering leadership that ensures projected goals;
- Build client relationships ;
- Recruit, staff, and terminate employees to accommodate the growth of business;
- Develop budget that compliments the operations, supplies, labor, insurance and worker's compensation, training, salaries and other expenses;
- Train new and existing employees;
- Create and implement processes or programs to ensure success;
- Facilitate senior leadership meetings by planning agendas, previewing and critiquing presentations and reports;
- Manage the operating expenses by taking accountability for forecasting, accruals and results;
- Review and approve expenses;
- Manages marketing, bookkeeping, payroll, and advertising functions while studying the industry market to keep abreast of new trends.

Reason for Leaving

Present

Employer 2**Name of Company**

City of Lake City

Street Address

205 North Marion Avenue

City, State, Zip

Lake City, FL 32055

Phone Number

386-719-5795

Dates Employed

04-2022

Supervisor's Name

City Council

Pay Rate

\$57.21

Brief Description of Duties

- Ensured the laws and ordinances of the City are enforced;
- Appointed and removed all subordinate officers and employees of the City, with the exception of the City Attorney and City Clerk;
- Exercised control and direct supervision over all departments and divisions of the municipal government;
- Recommended to the City Council for adoption such measures, as may be deemed necessary or expedient in the interest of the City;
- Kept the City Council fully advised as to the financial condition and needs of the City and to submit for its consideration an annual budget;
- Represented the City in its relations with the public, the press, and other governmental entities;
- Partnered with the leadership to formulate, develop, implement and evaluate a HR and Talent Management Strategy to achieve the organization's vision, mission and goals, and to create value to its stakeholders. Regularly engage in direct communication with the administration on key human resources matters;
- Oversaw recruitment efforts to ensure that the organization is effectively and efficiently sourcing and selecting the right candidates;
- Developed and practiced talent management strategies to ensure effective staffing alignment with the needs of the business. Created systems to attract talent, identify critical talent needs, developed core competencies and corresponding development opportunities, and engaged leadership in succession planning;
- Identified ways to increase staff retention and productivity, including strategies to enhance employee engagement, leadership and staff development, regular feedback and coaching, career pathing, and promoting a coherent organizational culture that positions the City as an "employer of choice";
- Lead an effective and efficient administration of the performance management process, making sure that the organization's managers were equipped to engage in constructive and ongoing feedback and coaching, collaborate effectively when co-managing staff, and encouraged staff to actively participate in identifying and addressing performance gaps;
- Mitigated legal risk to the organization through proactive training and education, clear systems and processes for managing conflicts with and between employees, handling and investigating complaints of harassment/discrimination and other unjust practice allegations;
- Maintained current knowledge and application of all relevant laws and regulations at the local, state and national level relating to employment and ensure organizational compliance. This included educating and advising managers and senior leaders on HR-related legal and regulatory matters and ensuring HR programs, practices and policies were aligned. Ensured that employee files and records were properly and securely maintained.

Reason for Leaving

Resigned

Employer 3

Name of Company**Street Address**

City, State, Zip

Phone Number

Dates Employed

Supervisor's Name

Pay Rate

Brief Description of Duties

Reason for Leaving

Neighborhood Survey

Please list three (3) of your closest neighbors where you now reside, preferably ones on each side of you and behind you. If for some reason this is not practical, such as you live in a rural area or don't have close neighbors, list the nearest ones and list and explanation below.

Neighbor 1

Full Name

Nickname

Address

City, State Zip

Home Phone

Cell Phone

Occupation

Business Address

Business Phone

Neighbor 2

Full Name

Nickname

Address

City, State Zip

Home Phone

Cell Phone

Occupation

Business Address

Business Phone

Neighbor 3

Full Name

Nickname

Address

City, State Zip

Home Phone

Cell Phone

Occupation

Business Address

Business Phone

Additional Comments

Personal References

Reference 1

Full Name

Nickname

Address

City, State Zip

Home Phone

Cell Phone

Business Address

Occupation

Business Phone

Reference 2

Full Name

Nickname

Address

City, State Zip

Home Phone

Cell Phone

Occupation

Business Address

Business Phone

Reference 3

Full Name

Nickname

Address

City, State Zip

Home Phone

Cell Phone

Business Address

Business Phone

Occupation

Veteran Information

Have you ever served in the Armed Forces?

Yes

Are you claiming Veterans' preference?

Yes

Under Florida law, certain individuals may be eligible for "Veteran's Preference" for employment purposes. Please read and complete the Veterans Preference Certification sheet then answer the following questions.

Veterans' Preference Certification. Section 295.07(1), Florida Statutes, provides for Veterans' Preference in employment appointment and retention, if qualified under one of the following categories and not exempt under Section 295.07(4), Florida Statutes/ Section 295.05, Florida Statutes, also provides Veterans's Preference for reinstatement, reemployment, and promotion. If you seek Veteran's Preference, please check the appropriate box, and provide this form and documentation of your status along with your employment application, no later than the position advertising closing date.

I certify that I am qualified to claim Veterans' Preference under the category checked below:

Veterans' Preference Certification Options

A veteran as defined in s. 1.01(14), F.S. I acknowledge that active duty for training may not be allowed for eligibility under this paragraph.

If you qualify for the Veterans' Preference, the City of Lake City will give you special consideration during the employment selection process. The City of Lake City shall give preference to and shall hire a person entitled to Veteran's Preference ahead of other equally qualified applicants.

Should the position for which you are applying be filled by someone who does not qualify for Veterans' Preference and should you feel that proper consideration of the Veterans' Preference law has not been provided to you by the City of Lake City or the City of Lake City has not complied with the Veterans' Preference rules, please notify the City of Lake City, Human Resources Department, (386) 719-5804.

You also have the right to initiate an investigation by the Florida Division of Veteran's Affairs. You may do so by notifying the State of Florida, Department of Administration, Division of Veteran's Affairs, PO Box 1437, St Petersburg FL 33731, within 21 calendar days from the date you received the notice that you were not selected for the position.

This statement is true to the best of my knowledge and belief (By typing your name here, you are electronically signing this form).

Ami Fields

FRS Information

Florida Retirement System (FRS) - Certification form

This form is not an offer of employment or an enrollment form. If hired, a Retirement Choice kit may be mailed to your home with enrollment instructions

Have you ever been a member of a State of Florida administered retirement plan?

Yes

If you are not retired and earned FRS service after certain periods in 2002 (depending on your employer), you must rejoin the FRS retirement plan you were enrolled in when you terminated FRS-covered employment. You may have a one-time 2nd Election to switch FRS retirement plans. Also, alternative retirement programs are available to certain employees. Contact your employer for deadline and other information.

I was or currently am a member of the following State of Florida administered plan:

Section II

FRS Retirement Plan (incl. DROP)

Agency Name

Department of Children and Families

Current or Former FRS Employer

Department of children and Families

Signature (By typing your name here you are electronically signing this form.)

Ami Mitchell

Are you retired as defined in the statement above?

No

Section III

I am NOT retired from any State of Florida administered retirement plan. I understand that if it is later determined that I was a retiree and was reemployed during the first 6 calendar months after I retired or after my DROP termination date, or at any time during the 7th through the 12th months after I retired or after my DROP termination date, I must repay all unauthorized benefits received (see Section IV for details), or, if in the Investment Plan, terminate my employment. My employer may also be liable for repaying any unauthorized benefits I received.

Signature (By typing your name here you are electronically signing this form.)

Ami Fields

Documents**Document upload**

Please upload any documents here. Documents must be submitted as either .rtf, .doc, .docx, or .pdf. Items noted with a * are required.

Resume

ami_fields_resume_position_of_city_manager.docx [2]

High School Diploma**Driver's License****Birth Certificate****College Degrees/Transcripts****Other Certificates****DD214**

ami_mitchell_dd_214.pdf [3]

EEO**EEO Self-Identification Form**

Federal Laws and regulations require that the City incorporate a procedure for obtaining information necessary to conduct an applicant flow and selection analysis to determine the number of persons protected under those laws and whether or not the present selection system has an adverse effect on any protected group.

****Completion of this form is strictly voluntary****

Do you wish to self identify?

No

Record Check**Record Check Authorization**

Please Read Carefully Before Signing.

1. I HEREBY AUTHORIZE that all the facts and information on this employment application are true and complete. I understand that any false, incomplete or misleading information given by me on this application is sufficient cause for rejection of this application. I also understand and agree that any such false, incomplete, or misleading information discovered on this application at any time after I am employed may result in my dismissal.

2. I HEREBY AUTHORIZE the City to investigate all statements contained in this application, to interview the references and previous employers listed in this application, and to obtain a report from a consumer reporting agency to be used for employment purposes in accordance with Fair Credit Reporting Act, to conduct a record check on my background to include but not be limited to the following: criminal and driving check, employment and performance record and educational records. I authorize the references, previous employers, and school or other education institution, credit bureau, lending institution, consumer reporting agency or public agency listed to give the City all the facts, opinions and evaluations concerning my previous employment and any other information they may have, personal or otherwise, and I HEREBY RELEASE and save harmless the addressee, its officers, agents, servants or employees from and against any and all liability, claims, demands, damages, expenses, fees, fines, penalties, suits, proceedings, actions and costs of actions, including attorney's fees of any kind and nature arising or growing out of or in any way connected with the disclosure of requested information.

3. If I am offered employment, I understand that such an offer will be conditioned upon satisfactory results of a background investigation and/or City medical examination or inquiry, including a drug screening test. If then employed, I understand that I will be required to serve a probationary period. I further understand that my employment and compensation can be terminated, with or without cause or notice, at any time, regardless of the successful completion of my probationary period, at the option of either the City or myself. I understand that no supervisor or other representative of the City other than the City Manager has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. I further authorize on going procurement of the above mentioned reports at any time during my employment.

By typing your name here you are electronically signing that you fully understand and voluntarily agree with the above items.

Ami Fields

Today's Date

Thu, 02/01/2024

Certificate of Applicant

Certificate of Applicant

I hereby certify that all information given on this application is true and correct to the best of my knowledge and I understand that any false information given on this application shall constitute cause to withdraw the application from consideration for any position with the City of Lake City or termination of employment with the City of Lake City. Inquiry as to past employment of any on the job performance may be conducted and all past and current employers will be contacted. I release the City of Lake City and any past or current employers and other individuals contacted from any liability for release of information regarding my employment.

Applications of municipalities are considered public documents according to Florida Statutes and are open to public inspection upon request. Applications will remain active until position applied for is filled.

By typing your name here you are electronically signing this application:

Ami Fields

Today's Date

Thu, 02/01/2024

Source URL:<https://www.lcfla.com/node/6533/submission/16892>

Links

[1] <https://www.lcfla.com/hr/webform/employment-application> [2]

https://www.lcfla.com/system/files/webform/ami_fields_resume_position_of_city_manager.docx [3]

https://www.lcfla.com/system/files/webform/ami_mitchell_dd_214.pdf

Ami Mitchell Fields

P.O. Box 312 McAlpin, FL 32062 (386) 590-4588 ami@purplefoxx.com

10-YEAR LEADERSHIP CAREER PROVIDING VISION, STRATEGY, AND OPERATIONAL EXECUTION TO NONPROFIT AND COMMUNITY ORGANIZATIONS WITH DIVERSE MISSIONS & GOALS

Results-driven visionary with a stellar record of success developing and operationalizing strategies and programs that engage and unite diverse missions and organizations. Skilled at creating a compelling vision, communicating a call to action, and building high-performing teams enthusiastic about achieving organization objectives. Recognized expertise in motivational speaking in topics on leadership, women's equality, the state of Lesbian, Gay, Bisexual, & Transgender (LGBT) equality, and immigrant civic engagement. Established network of contacts with local and national constituent groups including boards, committees, government, nonprofit organizations, and industry-leading corporations. Analytical, collaborative, and success-oriented.

EXECUTIVE EXPERTISE

Proprietor

08/2018 – Present

Purple Foxx Corporation Commercial Cleaning

- Manage daily operations through Team Lead by delivering leadership that ensures projected goals;
- Build client relationships ;
- Recruit, staff, and terminate employees to accommodate the growth of business;
- Develop budget that compliments the operations, supplies, labor, insurance and worker's compensation, training, salaries and other expenses;
- Train new and existing employees;
- Create and implement processes or programs to ensure success;
- Facilitate senior leadership meetings by planning agendas, previewing and critiquing presentations and reports;
- Manage the operating expenses by taking accountability for forecasting, accruals and results;
- Review and approve expenses;
- Manages marketing, bookkeeping, payroll, and advertising functions while studying the industry market to keep abreast of new trends.

Interim City Manager/Director of Human Resources

04/2021 – 09/2021

City of Lake City

- Ensured the laws and ordinances of the City are enforced;
- Appointed and removed all subordinate officers and employees of the City, with the exception of the City Attorney and City Clerk;
- Exercised control and direct supervision over all departments and divisions of the municipal government;
- Recommended to the City Council for adoption such measures, as may be deemed necessary or expedient in the interest of the City;
- Kept the City Council fully advised as to the financial condition and needs of the City and to submit for its consideration an annual budget;

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- Represented the City in its relations with the public, the press, and other governmental entities;
- Partnered with the leadership to formulate, develop, implement and evaluate a HR and Talent Management Strategy to achieve the organization's vision, mission and goals, and to create value to its stakeholders. Regularly engage in direct communication with the administration on key human resources matters;
- Oversaw recruitment efforts to ensure that the organization is effectively and efficiently sourcing and selecting the right candidates;
- Developed and practiced talent management strategies to ensure effective staffing alignment with the needs of the business. Created systems to attract talent, identify critical talent needs, developed core competencies and corresponding development opportunities, and engaged leadership in succession planning;
- Identified ways to increase staff retention and productivity, including strategies to enhance employee engagement, leadership and staff development, regular feedback and coaching, career pathing, and promoting a coherent organizational culture that positions the City as an "employer of choice";
- Lead an effective and efficient administration of the performance management process, making sure that the organization's managers were equipped to engage in constructive and ongoing feedback and coaching, collaborate effectively when co-managing staff, and encouraged staff to actively participate in identifying and addressing performance gaps;
- Mitigated legal risk to the organization through proactive training and education, clear systems and processes for managing conflicts with and between employees, handling and investigating complaints of harassment/discrimination and other unjust practice allegations;
- Maintained current knowledge and application of all relevant laws and regulations at the local, state and national level relating to employment and ensure organizational compliance. This included educating and advising managers and senior leaders on HR-related legal and regulatory matters and ensuring HR programs, practices and policies were aligned. Ensured that employee files and records were properly and securely maintained.

Executive Director

05/2017 – 12/2022

The Literacy Volunteer Program of South Georgia

- Directed and performed the operations of the Literacy Volunteer of South Georgia, including supervision of programs;
- Recruited and staffed by filling positions of tutors, volunteers, learners, and board members;
- Provided overall management of income and expenditures;
- Maintained relationships with funding sources;
- Prepared annual budget and annual report;
- Ensured adequate system of control and finance in accordance with the American

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- Institute of Certified Public Accountants (AICPA) standards for non-profits;
- Developed and recommended strategies that will ensure the organization's financial future;
- Referred clients to appropriate organizations (such as Another Way, Ezekiel's Place, Salvation Army, and Rahab's House) to assist in regaining autonomy and self-sufficiency;
- Provided leadership for all efforts related to funding sources;
- Supervised the work of the tutors and volunteers, and other staff;
- Advised the Board of Directors regarding compliance with rules, regulations and laws governing the operation of non-profit and tax exempt 501 (c)(3) organizations;
- Maintained, cultivated and nurtured existing donor relationships;
- Conducted direct outreach to potential future donors;
- Developed and implemented a plan to enhance past and future donor relations, communication and recognition;
- Oversaw and maintained a current database of donors/donations;
- Contacted major donor prospects to present to board members for solicitation;
- Maintained consistent delivery of receipts and gratitude to supporters;
- Supported the work of the fundraising committees and collaborate with board and volunteer members in annually reviewing fundraising strategies;
- Supported and conducted outreach to area businesses regarding volunteer, employee giving and corporate granting opportunities;
- Developed giving levels and recognition plans that are beneficial to corporations;
- Oversaw grant research, development, execution and follow-up;
- Supported all special-event planning for the organization;
- Worked in coordination with event/marketing committees and/or volunteers in developing promotional material;
- Recommended new, creative methods for ensuring event improvement, success and tracking;
- Identified and presented new concepts in fundraising and philanthropy to the Board as well as recommendations for implementations;
- Served as public information officer and/or spokesperson for the organization in day-to-day media inquiries;
- Wrote press releases and distribute to appropriate media outlets, as needed;
- Wrote and distributed an electronic newsletter monthly through constant contact;
- Maintained an active and current website and Facebook page;
- Provided talking points to board members, as needed or requested;
- Created opportunities to increase LVP's visibility and engagement in the community and surrounding areas;

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- Expanded and strengthened relationships with individuals and leaders of other local philanthropic and business organizations;
- Created opportunities to form partnerships and collaborate with other community members, businesses and organizations;
- Attended all board meetings and attend committee meetings when necessary;
- Provided administrative support for meetings, including minutes (secretary), agendas (President) and assignment follow-up, as needed;
- Assisted board in providing orientation, training and education as needed;
- Kept the board informed on issues that may affect the organization;
- Assisted in the development goals, objectives, and strategies that realize the mission of the organization;
- Suggested potential members to the board;
- Monitored board and personnel policies;
- Created professional development opportunities for board members and staff.

Human Resource Director

02/2012 – 05/2017

The Urban League of Greater Miami

- Advised and provided analytical support to the Chief Executive Officer and Vice-Chairman of Programs on HR matters to include practice policies, employment and assignment procedures, adverse actions, disciplinary procedures, grievances and appeals;
- Analyzed and evaluated research methods regarding staff turnover biases, competency gaps, staffing projections and retention challenges within organization; manages organization short and long-term staffing goals and objectives; creates vacancy announcements, determine candidate eligibility, employs business process change concepts and methods; develops and provides training recommendations on such to CEO and Vice-Chairman of Programs;
- Researches, consolidates and interprets data for a variety of human resources disciplines; analyzes findings and writes comprehensive reports which include required actions, recommendations and proposals for improvements; conducts staffing evaluations;
- Evaluates participant and family needs and makes available continuing work/life services to eligible participants;
- Participates in implementing, maintaining, and providing installation work/life services that meet community needs; delivers analyst support for special initiatives/projects;
- Directs and implements marketing and public relations promotions to guarantee target participants are knowledgeable of services and activities;
- Warrants availability of technology-based resources to maximize participant access to a full range of means to meet life-cycle necessities;
- Maintained knowledge of social services delivery systems as well as concepts, principles, theories, and practices relating to one or more of the social or behavioral science fields.

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- Maintained knowledge of personal financial management practices and techniques to provide participants and families with appropriate financial data and practical financial skills to enable them to make informed personal financial management decisions;
- Conducted interviews to establish the nature and extent of concerns/issues, aided in developing goals and plans, and determine appropriate referral services/options;
- Established and maintained effective working relationships using tact and diplomacy in interactions with individuals/families and with program representative and officials;
- Communicated effectively both orally and in writing;
- Monitored and reviewed market trends and changes to determine business opportunities and direction that influence workforce requisites; maintained knowledge of structure, programs and work approaches of organization workforce staffing matters;
- Conducted necessary surveys and project studies to assist in establishing organizational structure and determine adequate staff to improve organizational workforce requirements;
- Examined and studied improved business administration methods for use to agency procedures; maintains knowledge of organizational and functional duties and operations;
- Advised and recommended CEO and Vice-Chairman concerning conduct and disciplinarian matters; determine suitable corrective actions; studied disciplinary circumstances to warrant actions conforms with case law;
- Coordinated HR services, by recruiting and staffing, interviewing and evaluating candidates, requesting and completing background investigations, employment processing, informing of wage/compensation benefits, health and welfare benefits, facilitating employee training and development, records management, informing of safety and health policies and succession planning for all staff;
- Developed inclusive meetings for executive management to discourse all matters and concerns connecting to the quality of the programs;
- Liaised between organization, community, and state agencies marketing programs;
- Identified needs for and organizes staff education / training orientations, sessions, workshops and activities; accesses funding for such training; assesses effectiveness of training in sustaining organizational objectives;
- Performed ongoing quality management related to the development, implementation and evaluation of quality management systems and acquiescence methods and requirements for HR programs;
- Managed personnel actions and monitors staff performance and attendance activities;
- Planned, developed, and implemented the marketing of programs and activities of workforce network and alliance programs; promoted the programs by serving on task forces and committees within the community;
- Maintained and built relationships with business and industry, governmental agencies, community organization and workforce development partners to ensure quality and relevance to programs;
- Assisted in evaluating the performance of personnel; assists in the development of performance measures and training plans;

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- Developed and implemented a human resources plan and personnel management policies and procedures;
- Delivered recommendations and assistance to CEO and Vice-Chairman of Programs on difficult personnel management intricacies regarding placement, staffing, and recruitment;
- Provided advice and assistance to staff and management on pay and benefits systems;
- Advised Chief Executive Officer and Vice-Chairman of Programs on employment standards and legislation such as workers compensation, FLSA, OSHA, ADA, FMLA, PDA, EDA, IRCA, CRA, and various labor laws;
- Organized the transitional provisions of employee compensation, pay and benefits when positions are transferred, or new positions are funded through contribution agreements and other special funding arrangements;
- Provided solutions to exceptional problems arising within organization;
- Updated vacancy announcements and referral listings;
- Coordinated with program and project managers to develop the organization's budget;
- Reviewed Vice Chairman of Programs budget proposals for completeness, accuracy, and compliance with laws and other regulations;
- Combined all the program and department budgets together into a consolidated organizational budget and reviewed all funding requests for merit.

PREVIOUS CAREER ASSIGNMENTS

- Account Manager, Staff Management SMX, 2017 – 2021
- Child Protective Investigator, Dept of Children and Families, 2014 – 2015
- Executive Director, Vivid Visions, Inc, 2023

EDUCATION AND CREDENTIALS

- Master of Business Administration (Specialization Human Resource Management), St. Leo University, 2017

PROFESSIONAL AFFILIATIONS

- Honor Society Member University of Phoenix, 2019
- Suwannee County Chamber of Commerce Member, 2020
- Perry – Taylor County Chamber of Commerce Member, 2021
- Member of the African American Development Council, 2022
- Member of the D.E.V.O.T.E.D. 4-H Chapter, Suwannee County, 2022

Saint Leo University

Saint Leo



Florida

A Catholic University in the Benedictine tradition
in accordance with the recommendation of the President and Faculty,
the Board of Trustees of Saint Leo University has conferred upon

Ami L. Mitchell

the degree of
Master of Business Administration
Specialization in
Human Resource Management

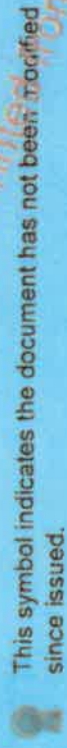
with all the rights, honors, and privileges as well as the obligations
and responsibilities thereto appertaining
this eleventh day of December, *anno Domini*, two thousand seventeen.

Mary O'Keefe
Chairman of the Board

Paul J. ...
President

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Ms. Ami M. Fields
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PRINTED: May 22 2017

Course Title	Course	Credit Attempted	Credit Earned	Grade	Grade Point
03/02/15 - 04/26/15 2015 SPRING II					
PROFESSIONAL DEVELOPEMEN ORIENTATION	MBA-525	3.00	3.00	A	12.00
GR TERM	GPA 4.000	3.00	3.00		12.00
GR CUM	GPA 4.000	3.00	3.00		12.00

05/04/15 - 06/28/15 2015 SUMMER I					
ACADEMIC WARNING ON 07/02/2015					
ORGANIZATIONAL BEHAVIOR	MBA-530	3.00	3.00	C	6.00
GR TERM	GPA 2.000	3.00	3.00		6.00
GR CUM	GPA 3.000	6.00	6.00		18.00

06/29/15 - 08/23/15 2015 SUMMER II					
HUMAN RESOURCE DEVELOPM	HRA-539	3.00	3.00	A	12.00
MANAGERIAL ECONOMICS	MBA-540	3.00	3.00	B-	8.01
GR TERM	GPA 3.335	6.00	6.00		20.01
GR CUM	GPA 3.168	12.00	12.00		38.01

08/24/15 - 10/18/15 2015 FALL I					
PERSONNEL LAW AND ETHIC R	HRA-545	3.00	0.00	F	0.00
GR TERM	CREDIT	3.00	0.00		0.00
GR CUM	GPA 3.168	12.00	12.00		38.01

10/19/15 - 12/13/15 2015 FALL II					
ACADEMIC PROBATION LIFTED ON 01/29/2016					
ACADEMIC PROBATION ON 10/23/2015					
PERSONNEL LAW AND ETHIC	HRA-545	3.00	3.00	A-	11.01
GR TERM	GPA 3.670	3.00	3.00		11.01
GR CUM	GPA 3.268	15.00	15.00		49.02

01/11/16 - 03/06/16 2016 SPRING I					
RECRUITMENT, SELECTION	HRA-549	3.00	0.00	W	
MARKETING	MBA-565	3.00	3.00	A-	11.01
GR TERM	GPA 3.670	6.00	3.00		11.01
GR CUM	GPA 3.335	18.00	18.00		60.03

03/07/16 - 05/01/16 2016 SPRING II					
RECRUITMENT, SELECTION	HRA-549	3.00	3.00	B-	8.01
GR TERM	GPA 2.670	3.00	3.00		8.01
GR CUM	GPA 3.240	21.00	21.00		68.04

05/02/16 - 06/26/16 2016 SUMMER I					
ACADEMIC SUSPENSION LIFTED ON 02/09/2017					
ACADEMIC SUSPENSION ON 07/14/2016					
COMPENSATION:STRATEGIC R	HRA-562	3.00	0.00	F	0.00
GR TERM	CREDIT	3.00	0.00		0.00
GR CUM	GPA 3.240	21.00	21.00		68.04

03/06/17 - 04/30/17 2017 SPRING II					
COMPENSATION:STRATEGIC	HRA-562	3.00	3.00	A-	11.01
GR TERM	GPA 3.670	3.00	3.00		11.01
GR CUM	GPA 3.294	24.00	24.00		79.05

05/01/17 - 06/25/17 2017 SUMMER I					
STRATEGIC ISSUES HUMAN	HRA-596			CIP	

06/26/17 - 08/20/17 2017 SUMMER II					
GLOBAL BUSINESS MANAGEM	MBA-575			CIP	

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Karen Hatfield, Registrar

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Course Title	Course	Credit Attempted	Credit Earned	Grade	Grade Point
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END OF OFFICIAL RECORD

DEGREES/CERTIFICATES EARNED
 UNIVERSITY OF PHOENIX
 DEGREE...: BACHELOR OF SCIENCE
 CONFERRED: 10/22/2012



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	SAINT LEO CREDIT				TRANSFER CREDIT		COMBINED CREDIT	
	ATT	EARNED	G. P.	GPA		EARNED		EARNED
UNDERGRADUATE	0.00	0.00	0.00		UNDERGRADUATE	0.00	UNDERGRADUATE	0.00
GRADUATE	24.00	24.00	79.05	3.294	GRADUATE	0.00	GRADUATE	24.00
POST GRADUATE	0.00	0.00	0.00		POST GRADUATE	0.00	POST GRADUATE	0.00
DOCTORAL	0.00	0.00	0.00		DOCTORAL	0.00	DOCTORAL	0.00



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CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. NAME (Last, First, Middle) VICTOR J. ANY TAVERN		2. DEPARTMENT, COMPONENT AND BRANCH ARMY/RA		3. SOCIAL SECURITY NO. [REDACTED]	
4.a. GRADE, RATE OR RANK SPC	4.b. PAY GRADE RA4	5. DATE OF BIRTH (YYMMDD) 691212		6. RESERVE OBLIG. TERM. DATE Year 95 Month 2 Day 28	

7.a. PLACE OF ENTRY INTO ACTIVE DUTY JACKSONVILLE, FL	7.b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) Rt 1, Box 132 Jennings, FL 32053
--	--

8.a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND [REDACTED]	8.b. STATION WHERE SEPARATED [REDACTED]
---	--

9. COMMAND TO WHICH TRANSFERRED USAR CONTROL GROUP (REINF), [REDACTED]	10. SGLI COVERAGE None Amount: \$50,000.00
--	--

11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) [REDACTED]	12. RECORD OF SERVICE			
	a. Date Entered AD This Period	87	06	27
	b. Separation Date This Period	90	06	15
	c. Net Active Service This Period	02	11	29
	d. Total Prior Active Service	00	00	00
	e. Total Prior Inactive Service	00	00	00
	f. Foreign Service	00	11	22
	g. Sea Service	00	00	00
	h. Effective Date of Pay Grade	88	10	01

13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)
Army Service Ribbon//Army Lapel Button//Marksmanship Qualification Badge (M-16)//Overseas Service Ribbon//Army Color Sergeant Medal//Army Achievement Medal//NOTHING FOLLOWS.

14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed)
[REDACTED]

15.a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM	Yes	No	15.b. HIGH SCHOOL GRADUATE OR EQUIVALENT	Yes	No	16. DAYS ACCRUED LEAVE PAID
						0.0

17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>

18. REMARKS
Block 6, period of DEP 870221-870616//Subject to active duty recall and/or annual screening//NOTHING FOLLOWS.

19.a. MAILING ADDRESS AFTER SEPARATION (Include Zip Code) Rt 1, Box 132 Jennings, FL 32053	19.b. NEAREST RELATIVE (Name and address - include Zip Code) [REDACTED] address same as block 19a
--	---

20. MEMBER REQUESTS COPY 6 BE SENT TO DIR. OF VET AFFAIRS	Yes	No	22. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title and signature) JOSE M. [REDACTED] 1LT/RA [REDACTED]
21. SIGNATURE OF MEMBER BEING SEPARATED [REDACTED]			

SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)

23. TYPE OF SEPARATION Release from active duty	24. CHARACTER OF SERVICE (Include upgrades) Honorable
--	--

25. SEPARATION AUTHORITY AR 635-200, chap 4	26. SEPARATION CODE L8K	27. REENTRY CODE 1
--	----------------------------	-----------------------

28. NARRATIVE REASON FOR SEPARATION
Expiration term of service

29. DATES OF TIME LOST DURING THIS PERIOD None	30. MEMBER REQUESTS COPY 4 [REDACTED]
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