

rlong@jeffersoncountyfl.gov

From: rlong@jeffersoncountyfl.gov
Sent: Wednesday, September 14, 2022 12:23 PM
To: 'Tony Parker'
Subject: RE: Jefferson County Manager position

Good afternoon Mr. Parker,

I appreciate the resume and brief background you submitted. I will get this placed in the folder for review and we will reach out to you once the application period is closed. Should you have any questions in the meantime, please feel free to reach out to me.

We look forward to speaking with you soon,

Renee' Long
Jefferson County Planning Assistant
445 W. Palmer Mill Road
Monticello, Fl. 32344
850*342*0223

From: Tony Parker <tonyparker5300@gmail.com>
Sent: Wednesday, September 14, 2022 12:09 PM
To: rlong@jeffersoncountyfl.gov
Subject: Jefferson County Manager position

Good Afternoon Ms. Long,

I am attaching my resume for your review and consideration for the above referenced position.

I am currently employed by the University of Florida as a Research Administrator 3. I have prior experience in private sector business: sales, management, logistics, maintenance, and customer service. I worked briefly for Levy County, Florida as a Grant Manager/Legislative Liaison. I also have prior experience in social/human services. I am also a bi-vocational Executive Pastor at a church in my community, which allows me to exercise a number of related gifts and skills for working with people, managing projects, addressing concerns, questions and complaints, planning for events and calendering out my schedule for speaking and teaching, just to name a few.

My current salary is \$75k annually.

Thank you for your consideration and time, and I look forward to hearing from you soon.

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Blessings,
Tony Parker

Anthony E. "Tony" Parker

25163 NW 168th Lane

High Springs, FL 32643

(352) 281-5948

tonyparker5300@gmail.com

Qualifications Profile

- 13 years of human services and social work experience with the State of Florida – DCF, and other non-profit agencies. This experience includes supervisory/management, case management, counseling, investigative, Quality Assurance and data collection and reporting.
- I have over ten years of experience working with youth and families in the local church ministry.
- Ten plus years of finance, contract and budget negotiations and development experience.
- Ten plus years in clinical research administration budget, contracting and compliance.
- Seven plus years of outside sales and territory management experience, and six plus years of management/supervisory experience.

Experience

04/2022 - Current University of Florida Gainesville, FL – **Research Administrator 3**

03/2007 – 07/2021

- Contract and Grants post award set up and management: CAS, allowability, allocability, Invoicing, monthly reconciliation, salary distribution and effort analysis/certification, closeout and final reporting. Maintain updated knowledge, interpret, and apply uniform guidance in 2-CFR 200. Utilize eRA Commons to assist investigators and staff in grant proposal tracking, completing JIT requests and RPPR's. Internal systems utilized: PeopleSoft; EPIC; OnCore; Salesforce; UFIRST; ClinicalTrials.gov and grants.gov.
- Pre and post award grant and award management (True cradle to grave approach): Prepare grant proposal packets, draft budgets, compile and prepare all necessary documents for PI for submission and track information and proposal success (Normally ten new proposals monthly and five to ten consortium requests). Request and process post award modifications, both financial and time. Manage a portfolio in excess of \$50 million. Heavy volume of post-award, effort commitment management, payroll distribution management, and sub-award set-up and modifications. Collaborate with investigators and faculty to advise of financial status of open awards, grants and contracts.
- Administrative leadership: supervise staff of five to seven. Liaison and communicate with Principal Investigators, research study coordinators, fiscal staff, compliance and regulatory staff and sponsored programs offices. Plan and facilitate a monthly Dept. of Surgery Research Coordinator Brown Bag for continuing education, training, best practices, FAQ, collaboration, and networking. Liaison with sponsored programs office. Customer Service and regular interaction with outside entities and businesses
- Data analysis and development of tracking database(s) (2020 – collaborated to create a database for tracking proposals submitted and funded, to include effort for Department of Surgery), as well as update and maintenance.
- Contract and budget negotiations for all clinical trials (industry, foundation, federal and flow through funding).

07/2021 – 04/2022 Levy County Board of County Commissioners Bronson, FL – **Grants Coordinator and Legislative Liaison**

- Research and identify grants that would develop Levy County and agencies.
- Develop and submit successful grant applications.
- Develops and administer project contracts, leases and agreements as needed for grant and project administration.
- Assists the County Coordinator and Executive Team with the legislative program development and planning.
- Researches and composes executive summary reports (white papers) on projects, legislation or initiatives and their impact on Levy County and media engagement.

06/2005 – 01/2007 Swisher Hygiene Gainesville, FL – **Branch/Sales Manager**

10/2004 – 06/2005 Griffin Industries, Inc. Hampton, FL - **Field Sales/Service Rep.**

11/2003 – 09/2004 Corner Drug Store Lake City, FL - **Counselor/Case Manager**

07/2003 – 11/2003 MCI Jacksonville, FL - **Account Executive**

05/2001 – 07/2003 Sears, Inc. Gainesville, FL - **Hardware Sales Associate**

06/2000 – 03/2003 Children's Home Society of Florida Jacksonville, FL - **Quality Management Specialist**

Education:

- Bachelor of Arts, December 15, 1989. The Baptist College of Florida, Graceville, FL.

Skills:

- Microsoft Windows Office: Word, Excel, Publisher, Access and PowerPoint
- Multiple financial and Healthcare software platforms: People Soft, Epic, ADG Financials and OnCore: CTMS platform, eRA Commons, Grants.gov, ClinicalTrials.gov, UFIRST, Salesforce.
- 17 plus years in grants and management, awards and clinical industry sponsored research in the Academic research field.
- Heating and air conditioning construction field, both commercial and residential (new and re-model). I have a working knowledge of building construction and repair.

References:

<p>Terry Moore (Professional) Jacksonville, FL (904) 376-5351 cell</p>	<p>Glenn M. Gay (Personal) Executive Assistant Waldo, FL (352) 745-6780 ell</p>
<p>Felicia Fitzgerald (Professional) Research Administrator III University of Florida (352) 273-9260 office (352) 318-7895 cell ffitzger@ufl.edu</p>	<p>Rey Alvarez (Personal and Professional) Gainesville, FL (305) 484-8188 cell</p>