



2018-874

Sherry T. Jackson, J.D.

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EDUCATION

Juris Doctor, July 2004

Florida Coastal School of Law - Jacksonville, Florida

- Law Student Recognition Award - 2004

Master of Applied Social Sciences, August 1992

Florida Agricultural and Mechanical University - Tallahassee, Florida

- Concentration: Public Administration
- Full Fellowship Recipient

Bachelor of Science, May 1991

Florida Agricultural and Mechanical University - Tallahassee, Florida

- Bachelor of Science - Political Science
- Four-Year Scholarship Recipient, Alpha Kappa Alpha Sorority, Inc.
- Dean's List - Fall 1990
- Who's Who Among Colleges and Universities National Chapter

LEGAL & ALTERNATIVE DISPUTE RESOLUTION EXPERIENCE

County Court Mediator, 2009-Current

Court Mediation - Jacksonville, Florida

Duties: Provide assistance as a neutral third party to individuals seeking to resolve small claims issues. Drafting settlement agreements for litigants who reach a resolution in regards to their issues.

Environmental Law Intern, 2004

City of Jacksonville - Air and Water Quality Department - Jacksonville, Florida

Duties: Tracked legislative bills and analyzed data for comprehensive report. Drafted Cease and Desist Orders and Consent Orders. Attended environmental enforcement meetings.

Judicial Intern, 2003

Duval County Courthouse, Judicial Staff Attorney Office - Jacksonville, Florida

Duties: Drafted post conviction relief motions and legal memorandums pertaining to ineffective assistance of counsel, illegal and excessive sentencing and deprivation of constitutional rights.

COMPUTER SKILLS

- Proficient in Microsoft Office Suite: Word, PowerPoint, Excel & Access and Project
- Information Mapping, WordPerfect, Publisher, Visio
- NexisLexis & Westlaw Certified

COMMUNITY / AFFILIATIONS

National Notary Association

County Court Mediator – Volunteer

Juvenile Diabetes Research Foundation – Volunteer

Northeast Florida Compliance and Ethics Group

American Society of Trainers and Developers

Jacksonville Project Blueprint Graduate

PROFESSIONAL CAREER

Director of Policy and Compliance, 2013-Present

Duval County Public Schools – Jacksonville, Florida

Duties: Maintain, distribute and interpret School Board policies and district procedures. Respond to questions from staff and provide training regarding policy and legal issues. Assist with legal issues related to student discipline and dismissal. Coordinate with Exceptional Student Education department regarding legal issues, mediations, student due process hearings and arbitrations. Assist with contract administration and research issues related to education law.

Instructional Design Specialist, 2006-2008

Winn-Dixie Stores, Inc. – Jacksonville, Florida

Duties: Designed and developed classroom-based programs and courses using Information Mapping. Designed curricula according to instructional principles, client objectives, and program objectives. Performed development practices that are structured, streamlined, and well-communicated to the team according to best practices for instructor-led training, job aids, quick reference materials, and exercises. Can independently develop entry and advanced level courses for both internal and external audiences.

Consultant, 2006

Nemours – Jacksonville, Florida

Duties: Provided oversight and guidance to existing staff for the Technology Opportunity grant. Advised team of budgetary and programmatic concerns for program continuation. Assisted with preparation of quarterly reports, development of proposals for business opportunities and policies and procedures. Served on the Community Advisory Council assisting with program's mission and strategic planning.

Program Manager, 2005-2006

Duties: Implemented and managed all aspects of the Technology Opportunity grant funded by the Department of Commerce by ensuring compliance with state and federal guidelines. Responsible for recruiting patients, achieving program timelines, and meeting with internal and external technical staff to ensure efficiency of remote home monitoring program. Developed policy and procedure manual for program and adhered to administered contract guidelines.

Special Assistant to the Vice President of Corporate Services, 2004-2005

Duties: Researched legal and non-legal issues related to remote home monitoring and telemedicine. Worked with team to develop business plans, request for proposals and program policies and procedures.

Reference Desk Assistant, 2003-2005

Florida Coastal School of Law Library - Jacksonville, Florida

Duties: Assisted patrons with all aspects of reference services, including online catalog, general reference questions, use of the Library's print and electronic resources, and in developing effective research strategies. Assisted with drafting procedures for departmental personnel.

Substitute Teacher, 1995- 2005 / Substitute Teacher, 1993-1995

Duval County School Board – Jacksonville, Florida / Kankakee County School Board – Kankakee, Illinois

Duties: Taught various subjects as determined by course curriculum and instructional lesson plans. Enforced school board guidelines to ensure safe and positive learning environment for students (K-12). Offered permanent substitute teaching position for college preparatory high school. Received substitute certificate and temporary teaching certificate.

Trainer II, 1999-2001

Precision Response Corporation (British Airways Program) - Jacksonville, Florida

Duties: Delivered international airline reservations and customer service training sessions for approximately 300 employees. Wrote training modules on the Vision & Mission Statement and Core Values of PRC, which were published and used for employee development. Received company-wide Employee Recognition Award as "Trainer of the Year 2000." Maintained, distributed and interpreted company policies and procedures for new hires.

COURSES TAUGHT

Adjunct Instructor & Full-Time Instructor; Everest University

Summer 2009- Present. I provide in class instruction to paralegal students and criminal justice students. The courses taught are Contract Law, Strategies for Success, Critical Thinking, Criminal Evidence, Business Law, Business Organizations, Wills, Trusts and Probate, Introduction to Paralegal Studies, Administrative Law, Evidence, Criminal Procedure and the Constitution, Legal Research and Writing I & II, Torts, Civil Procedure and Family Law. Assist administrative staff with resolving student grievances and student academic advising. Ensure that courses are in compliance with accrediting body policies and procedures according to national guidelines. Develop and disseminate mid-semester and end of semester exams to determine mastery of subject matter.

Adjunct Professor; Jones College

Fall 2008 – Fall 2012. I have taught various three-credit courses on-ground and online for paralegal and business students. My on-ground courses include: Legal Ethics and Professional Responsibility, Contract Law for Business Students, Business Law, Criminal Law and Procedure and Legal Research and Writing II, International Business Law.

Online Courses include: Constitutional Law, Contract Law for Paralegals, Introduction to Paralegal Studies, Torts, Legal Ethics and Professional Responsibility, Legal Research and Writing I & II, Law Office Management and Civil Procedure and Litigation. These courses were taught using the WebCT software.

Adjunct Professor; University of Phoenix

Spring 2008. I have provided instruction to undergraduate business students. The course taught was Business Law.

LECTURES AND PRESENTATIONS

Everest University

Presenter, Florida Bar Diversity Training, August 2010 & June 2011

County Court Mediator

Presenter, Florida Bar Diversity Training, August 2010

Jones College, Jacksonville, Florida

Presenter, Professionalism in the Workplace, February 2008 & June 2008

Presenter, Resume Writing / Cover Letter Writing & Interviewing Skills, May 2009

CONFERENCES, WORKSHOPS AND PROFESSIONAL MEETINGS ATTENDED

Dispute Resolution Annual Conference Mediation Training (2011- 2015): Orlando, Florida

Motivating Adult Learners – March 2011

Jacksonville Dispute Resolution Center - Mediation Training, June 2009: Jacksonville, Florida
- Florida Supreme Court Certified Mediator (County Court) October 2009 - Present

Information Mapping Training, April 2008: Jacksonville, Florida

Northeast Florida Compliance and Ethics Group Professional Meetings, (2007-Present): Jacksonville, Florida