

RECEIVED  
9-10-18

VANESSA SWINDELL, Ms. Ed.  
904.802.9790  
vanswindell@comcast.net

## EDUCATION

### Master Science in Education/Enrollment Management (2012)

Capella University

### Master of Arts, Adult Education and Training (2009)

University of Phoenix

### Bachelor of Science, Management and Leadership (2008)

Jacksonville University

## WORK EXPERIENCE

### Columbia College, Jacksonville campus

Director – January 2014 to present

- Review of course 10-15 syllabi, in conjunction with lead faculty
- Assist with instructor recruitment, contracts
- Plan, schedule, and coordinate annual graduation ceremonies from 80-150 students. Graduates are from NAS campus and Metro Jacksonville campus
- Course scheduling and faculty assignment; develop 2 year schedule campus schedule of classes. Create pivot table. Assist in the preparation of AHE reports (WebFocus, 10-week calendar, delinquency accounts, memo grid; Ellucian-Colleague)
- Assist with evaluation of instructor performance (new instructors, annual and new courses)
- Maintain budgeting and expenditure reports for Metro campus \$350 thousand budget for local marketing, facilities and payroll
- Primary contact for all local marketing
- Approved for and teach , INCC Strategies for Student success at Ft Stewart Georgia.

### Columbia College, NAS Jacksonville campus

Assistant Director – 2012 to December 2013

- Serves as VA Certifying Official; attends VA training for Florida campuses
- Maintain campus compliance with all Veteran's Administration regulations
- Assess student qualifications for admission to specific programs; undergraduate and graduate
- Evaluate previous and ongoing college work, transcripts, military experience
- Explain Columbia College degree programs to prospective students
- Insure adequate student advisement as senior academic advisor; insure students are aware of Columbia College counseling services
- Supervise academic advisors; develop and maintain campus work flows
- Assist with evaluation of instructor performance ( new instructors, annual and new courses)
- Develop documents, spreadsheets and flyers utilizing Microsoft applications
- Resolve student issue, conference with the Dean if unable to resolve at local level.

**Columbia College, Jacksonville campus**

**Academic Advisor - 2009-2012**

- Developed and presented new student orientation, work recruitment activities when needed
- Represented campus at off campus activities
- Helped students identify academic values and goals
- Clarified academic policies college regulations and program requirements
- Prepared students for online learning environment with ccis.edu website
- Reviewed session enrollment to assist with session planning.
- Promoted and referred students to appropriate campus and community resources
- Pivotal part of organizing students for graduation
- Maintained currency in academic advising trends through professional development
- Approved to teach INCC123 – Strategies for Student Success

**University of Phoenix, North Florida**

**Enrollment Counselor - 2007-2009**

- Performed phone intensive student enrollment ;financial aid counseling; set appointments
- Maintained electronic records  
Worked with current and potential undergraduate students interested in programs; communicated via telephone, email and in person to help them make informed decisions
- Tracked and made journal entries of communications with student via internet/phone
- Help students identify goals to better assist with financial planning
- Monitored student participation and progress throughout enrollment process

**Jacksonville University, Jacksonville, FL**

**Admissions Counselor, Business and Aviation/ Administrative Assistant to the V P of Institutional Advancement - 2004-2007**

- Handled all administrative for VP-Institutional Advancement
- Recruited prospective students for various disciplines and programs
- Reviewed and counseled prospective aviation students during the admissions process; made subsequent determination on admissions status
- Assisted students with housing and with aviation flight Blocks
- Performed local and long distance travel for recruitment purposes
- Used data mining tools including Datatel, EMAS, and Hobson's
- Test Administrator for SAT, ACT and state Teacher exam
- Maintained VP calendar
- Scheduled and planned events for parties of 15 and more; scheduled Board of Trustee luncheons and events. Organized Ambassador scholarships/Aviation Ambassador positions

**APPLICATION FOR CITY COUNCIL BOARD AND COMMISSION APPOINTMENTS**  
 This form must be completed in full, signed, notarized and accompany a current resume.

1. Board(s) of Interest: Jacksonvil-Duval Council on Elder Affairs

2. How did you hear / learn about this appointment opportunity? via letter

**Personal Information**

3. Name: Ms. Vanessa Y Swindell  
Dr./Mr./Mrs./Ms. First Middle/Maiden Last Suffix(Jr./Sr./III/etc.)

4. Residence: 10010 Belle Rive Blvd Jacksonville Duval 32256  
Street City County Zip Code

9048029790 9048029790  
Post Office Box City County Zip Code

Telephone: (area code) number Mobile: (area code) number

5. Business: Columbia College  
Business Name

7077 Bonneval Road Jacksonville Duval 32216  
Street City County Zip Code

9043452949  
Post Office Box City County Zip Code

Telephone: (area code) number FAX: (area code) number

6. Email Address: vanswindell@comcast.net

7. To which address do you prefer correspondence regarding this application be sent?  Residence  Business

8. Is your address exempt from Chapter 119, *Florida Statutes*, regarding Public Records?  Yes  No

If yes, please explain: \_\_\_\_\_

9. Your Gender:  Male  Female

10. Describe yourself within one or more of the categories below. This information is requested pursuant to Section 760.80, *Florida Statutes*. Access the Statute online.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Caucasian                   | <input type="checkbox"/> Asian American  | <input type="checkbox"/> physically disabled |
| <input checked="" type="checkbox"/> African American | <input type="checkbox"/> Native American |  |
| <input type="checkbox"/> Hispanic American           | <input type="checkbox"/> American woman  |  |

11. As of what date have you been a continuous resident of:  
 A. Duval County? 12/23/2002 Month/Day/Year  
 B. Florida? 1/12/1998 Month/Day/Year

12. Are you're a U.S. Citizen?  Yes  No

13. Are you registered to vote in Florida?  Yes  No If yes, County of Registration: Duval

**Education**

14. High School: NewTown High New York NY  
Name City State

15. Postsecondary Institutions:

<u>Name and Location</u>	<u>Dates Attended</u>	<u>Certificate/Degree Earned</u>
Jacksonville University	2003-2005	BS
University of Phoenix	2006-2008	MAET
Capella University	2008-2010	Ms.Ed.

**Employment**

16. Provide the requested information for all employers within the last five years, beginning with the most current. Please elaborate in your attached resume.

A. Columbia College 707 Bonneval Road  
Employer Address

<u>Education</u>	<u>Director</u>	<u>2009-current</u>
<small>Type of Business</small>	<small>Occupation/Job Title</small>	<small>Dates of Employment</small>

B. TransWorldAirlines Kansas City, MO  
Employer Address

<u>Airline</u>	<u>Flight Service Manager</u>	<u>1977-2003</u>
<small>Type of Business</small>	<small>Occupation/Job Title</small>	<small>Dates of Employment</small>

C. \_\_\_\_\_  
Employer Address

<u>Type of Business</u>	<u>Occupation/Job Title</u>	<u>Dates of Employment</u>

**Special Qualifications**

17. List any special qualifications you think are relevant to your being appointed to a board, commission, council or committee, including any type of licensure or certification you hold, as well as any civic, professional, or political organization to which you belong. Please elaborate in your attached resume.

<u>Type or Name of License or Certificate</u>	<u>Number</u>	<u>Granting Agency</u>	<u>Date Granted</u>

<u>Name of Civic, Professional or Political Organization</u>	<u>Office(s) Held</u>	<u>Membership Dates</u>

18. Give any additional information you believe is relevant to your appointment to a board, commission, council, or committee. Please elaborate in your attached resume. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Ethical Disclosure**

19. If required by law or administrative rule, will you file financial disclosure statements?  Yes  No

20. Have you been a registered lobbyist or have you lobbied at any level of government at any time during the past four years?  Yes  No

If yes, did you receive compensation other than reimbursement for expenses?  Yes  No

<u>Agency Lobbied</u>	<u>Principal(s) Represented</u>	<u>Dates</u>
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21. Has probable cause ever been found that you were in violation of:  
A. Part III, Chapter 12, *Florida Statutes*, the Code of Ethics for Public Officers and Employees?  Yes  No  
B. Chapter 602, *Jacksonville Municipal Code*, the Jacksonville Ethics Code?  Yes  No  
If yes to either above, please provide:

<u>Date</u>	<u>Nature of Violation</u>	<u>Disposition</u>

22. Have you ever been suspended from any public office or appointment?  Yes  No If yes, please provide:

<u>Title of Office</u>	<u>Date of Suspension</u>	<u>Reason for Suspension</u>	<u>Result (Reinstated/Removed)</u>

23. Have you ever been arrested, charged, or indicted for violation of any federal, state, county, or municipal law or ordinance? (Exclude traffic violations for which a fine of \$150 or less was paid.)  Yes  No  
If yes, please provide:

<u>Date</u>	<u>Place</u>	<u>Nature of Violation</u>	<u>Disposition</u>

24. Have you ever been refused a fidelity, surety, performance, or other bond?  Yes  No  
If yes, please provide:

<u>Type of Bond</u>	<u>Insurer or Bond</u>	<u>Date</u>	<u>Reason(s) Given</u>
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25. Do you know any reason why you would not be able to attend fully to the duties of the office or position to which you may be appointed?  Yes  No If yes, please explain:

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### History of Service

26. Have you ever been elected to any public office in Florida?  Yes  No If yes, please provide:

<u>Office Title</u>	<u>Date of Election</u>	<u>Term of Office</u>	<u>Level of Government</u>
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27. Have you previously been appointed to any office that required confirmation by the Jacksonville City Council?  Yes  No If yes, please provide:

<u>Title of Office</u>	<u>Term of Appointment</u>
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28. Have you ever been employed by any local governmental agency in Jacksonville/Duval County?  Yes  No  
If yes, please provide:

<u>Position</u>	<u>Employing Agency</u>	<u>Dates of Employment</u>
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29. If you served on an appointed board, commission, council, or committee, and missed any regularly scheduled meetings, please provide:

<u>Number of Meetings Attended</u>	<u>Number of Meetings Missed</u>	<u>Reason for Absence(s)</u>
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CERTIFICATION / AFFIDAVIT

STATE OF Florida COUNTY OF Duval

Before me, the undersigned Notary Public, personally appeared Vanessa Yvonne Swindell who, after being duly sworn, says: (1) that he/she has carefully and personally reviewed the answers to the foregoing questions; (2) that the information is complete and true; (3) that he/she executed the foregoing instrument of his/her own free will and accord, with full knowledge of the purpose therefore, and (4) that he/she will, as appointee, uphold the constitutions of the United States and of the State of Florida.

*Vanessa Yvonne Swindell*

Signature of the Applicant

Sworn and subscribed before me this 17<sup>th</sup> day of September, 2018

*Dorothy J Hale*  
Signature of Notary Public



Print type or stamp commissioned name

Personally Known OR  Produced Identification

FLOR # 5534-879-55-963-0  
Type of identification produced 141223-6