

Application Form

Disclaimer

Under Florida law, all information, including e-mail, written letters, documents and phone messages, sent to the Alachua County Board of County Commissioners are subject to Public Records law. This includes the sender's e-mail address, home address or phone number if shown in the message, the content of the message and any associated attachments to the mail. If you are exempt from aspects of the public records law pursuant to F.S. 119.071, contact the advisory board coordinator at 352-264-6906 prior to submission of this form.

Please Agree with the Following Statement

I have read the disclaimer above and understand my application is subject to Florida's Public Records Law.

☒ I Agree

Profile

Charles	E	Mcgee
First Name	Middle Initial	Last Name

16718 SW 79th Avenue	
Home Address	Suite or Apt

Archer	FL	32618
City	State	Postal Code

dschwanda@yahoo.com
Email Address

Home: (352) 495-3178	Home: (267) 684-8155
Primary Phone	Alternate Phone

Self employed	Pirmary care-giver for parents, farmer, aircraft mechanic
Employer	Occupation

Education:

Bachelor of Science in Business Administration (May 2008), Palm Beach Atlantic University, West Palm Beach, Florida, GPA 3.578 Associate of Science in Computer Information Technology, Santa Fe Community College, Gainesville, Florida, Magna Cum Laude Tulsa Vo-Tech: Aviation Power Plant ; Teterboro School of Aeronautics: Airframe, Federal Aviation Airframe and Power Plant Mechanic (1988) Kittatinny Regional High School, Newton, NJ (1984)

Professional Organizations:

Which Boards would you like to apply for?

Local Planning Agency and Planning Commission: Submitted

What position(s) are you applying for?

citizen-at-large

Interests & Experiences

Are you currently serving or have you ever served on an Alachua County advisory board?

☐ Yes ☒ No

If yes, please list board(s):

Please list any civic and professional accomplishments/honors, training or experience related to this appointment:

Founder Owner Operator Chief Inspector of Bond Aviation Inc. 6/90-1/97 Students in Free Enterprise (SIFE), Member: Palm Beach Atlantic University SIFE Team, (Regional Competition Winners, Nationals Competition Second Place) CompTIA A+ • Net+ • Excel MOUS • MCP Win XP • MSCA Win Server 2000 Information Technology Analysis • Information Technology Support Power Plant Instructor Aviation Institute of Maintenance, Philadelphia, PA July 2008-April 2017

What Contributions do you feel you could make if you were selected to this board?

I have the ability to understand complex nature of many things. My mind is both sharp and quick. I enjoy doing research related to improving the area I plan to live in for the rest of my life. I believe this is my chance to be involved in community service and to be of the upmost help to my fellows.

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Upload a Resume

Demographics

Some boards and commissions require membership to be racially, politically or geographically proportionate to the general public. The following information helps track our recruitment and diversity efforts.

Ethnicity

☒ Unknown

Gender

☒ Male

04/08/1966

Date of Birth

Are you over the age of 60? (Required for some boards)

☐ Yes ☒ No

Are you a resident of Alachua County?

☒ Yes ☐ No

If you are an Alachua County resident, how long have you lived in the county?

three years

Supplemental Questions

Some of the boards and committees appointed by the County Commission are required to comply with Chapter 112, Florida Statutes, the Financial Disclosure Law. If applicable, would you be willing to file the required financial statement?

☒ Yes ☐ No

Do you affirm that your personal and business (if applicable) affairs within Alachua County are in substantial compliance with all county regulatory and taxing authorities rules and regulations?

☒ Yes ☐ No

Please Agree with the Following Statement

Appointees to advisory board/committees are required to attend scheduled meetings as specified in the "Guidelines for Citizen Advisory Boards and Committees".

☒ I Agree

Please Agree with the Following Statement

I understand that this completed application is the property of Alachua County and I hereby certify that the statements made on this application are true and correct.

☒ I Agree

Resume of

CHARLES E. MCGEE

16718 S W 79th Ave Archer, Florida 32618
(352) 495-3178 • dschwanda@yahoo.com

Quality-driven leader and technology professional with more than 20 years of hands-on experience and a superior ability to assess business requirements and develop solutions to advance company goals. Contribute to better organizational performance by building effective teams, solving problems, improving processes and skillfully aligning technical resources with corporate objectives. Develop and implement technical solutions, significantly reduce costs and provide effective employee management and leadership. Areas of expertise include:

Leadership • Strategic Planning • Project Management • Business Needs Analysis • Technology Problem Solving • Team Building • Employee Motivation • Testing • Surveys • Quality Metrics Training & Development • Vision • Business Operations • Quality Improvement • Public Speaking Self-Starter • Ethics • Creative Thinking • Logic • Math • Physics

PROFESSIONAL EXPERIENCE

Aviation Institute of Maintenance, Philadelphia, PA July 2008-April 2017

FAA-approved aircraft maintenance technician school, certified under FAR Part 147.

Power Plant Instructor: Instruct students in Aviation Science using approved course guides developed by the director of education. Area of expertise includes math and physics. Remain current in the Aviation Science field and educational issues. Provide services to students in a manner which does not discriminate as to race, creed, religion, color, national origin, disability, age, sex, sexual preference or marital status. Maintain safety standards in their work areas; ensure that students are trained in good safety practices.

CHEROKEE RESEARCH INC., Archer, Florida • 2001-2006**

Full-service drug safety consulting company providing research, data management, project management and data archival services to the pharmaceutical industry.

Director of IT Operations: Led IT department activities, supervising a team of 4 engaged in providing technology support for the company and clients. Directed initiatives to ensure effective utilization of technology assets. Analyzed systems and applied technology to improve processes. Conducted ongoing cost-benefit analyses. Formulated departmental policy. Hired and trained staff. Created individual staff goals and monitored progress, offering career development opportunities. Developed and maintained networks and associated infrastructure. Oversaw workstation specifications and maintenance. Developed web and other media, managed databases and designed application systems. Conducted IT and communication technology training sessions. Liaised with clients to provide technical support and provided training as appropriate. Administered \$1M departmental budget.

Key Accomplishments:

- Increased firm's customer base by 20% via creation of a file comparison program for data validation, which resulted in a significant competitive advantage.
- Reduced costs by more than \$60K by designing and building an efficient, highly functional PC network (12 workstations) with 2 onsite servers.

- Created a file structure policy that eliminated file loss and automated back-up to 2 separate locations.
- Cut capital expenditures by developing custom software, eliminating the need for costly purchases.

****Note:** Attended college full-time from September 2006 to May 2008 graduation.

LAD OFFICE EQUIPMENT, West Palm Beach, Florida • 1999-2000

Copier sales and service company with approximate annual revenues of \$3.5M.

Service Manager: Directed a 5-person printer repair and troubleshooting team. Coordinated individual activities, assigned jobs and handled service calls. Ensured proper equipment and stock in mobile repair

units. Coordinated service team activities with senior managers, discussing strategic planning needs and business development activities. Conducted service calls. Set up and repaired copiers. Handled customer

service requests. Updated software and equipment. Analyzed service contract profitability and managed service logs. Coached and mentored service staff, providing professional development opportunities. Managed service crew budget.

Key Accomplishments:

- Reduced fusing unit costs 5-fold by finding an alternate source and repairing them while maintaining high profitability on units sold.
- Increased company revenues significantly with laser jet service skills and promoted the use of laser printers to customer base to generate more profits.
- Established maintenance procedures that increased the number of copiers in service and reduced the necessity of repairs.

ADDITIONAL POSITIONS

MAX DAVIS AND ASSOCIATES • 1998-1999 • Field Service Supervisor and Troubleshooter:

Coordinated field service calls, supervising 5 field service technicians and collaborating with the entire service team. Installed systems, software and products at client sites. Programmed systems and conducted testing. Performed system maintenance. Diagnosed and repaired equipment. Trained service technicians. Conducted client training on equipment features and use.

COPY FAX OF GAINESVILLE • 1997-1998 • Copier Service Technician: Made field service calls to install and repair equipment at customer sites. Installed software and conducted testing. Performed system maintenance. Diagnosed problems. Maintained positive customer relationships.

BOND AVIATION INC. • 1990-1997 • Owner and Chief Inspector: Founded and directed operations of an airplane overhaul, service and annual inspection company focusing on light single and twin-engine planes. Led a 5-person team. Managed all facets of operations, including overseeing work, marketing, business development activities and company finances.

CAREER NOTE: Job history includes a Quality Control Manager role at East Air Corporation and a Restaurant Manager position at Posh Nosh. Details are available upon request.

EDUCATION

Bachelor of Science in Business Administration (May 2008)

Palm Beach Atlantic University, West Palm Beach, Florida
GPA 3.578

Associate of Science in Computer Information Technology

Santa Fe Community College, Gainesville, Florida
Magna Cum Laude

Students in Free Enterprise (SIFE)

Member: Palm Beach Atlantic University SIFE Team
(Regional Competition Winners, Nationals Competition Second Place)

PROFESSIONAL TRAINING & CERTIFICATION

CompTIA A+ • Net+ • Excel MOUS • MCP Win XP • MSCA Win Server 2000
Information Technology Analysis • Information Technology Support
Tulsa Vo-Tech: Aviation Power Plant • Teterboro School of Aeronautics: Airframe
Federal Aviation Airframe and Power Plant Mechanic • Inspector Authorization 92-98

TECHNICAL PROFICIENCIES

IBM PC: Win 3.1 • Win95 • Win 98 • Win 2000 • Win XP • DOS 3.0-7 • Microsoft Office Suite
Microsoft Access • Front Page • Photo Draw • Adobe Photoshop 7 • Norton System Tools
Copernic 2000 • MS Works • Quicken • Netscape • Firefox • Internet Explorer • IBM System 37
Main Frame