

# JESSIE TOLBERT III

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## EDUCATION

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**Florida State University**, Tallahassee, Florida  
**Master of Science in Business Analytics**

**Expected May 2019**

Honors/Achievements

Hecht-Havenick-Amdur Endowed Scholar - 2018-2019

Graduate Assistantship Award – Fall 2018

**University of South Florida**, Tampa, Florida  
**Bachelor of Science in Environmental Science**

**Aug 2016**

## EXPERIENCE

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**Florida Department of Environmental Protection**

**March 2017 – May 2018**

*Environmental Specialist II*, Full-Time

- Performed routine, monthly, and quarterly surface water, groundwater, and sediments monitoring and sampling as part of the State of Florida Status and Trend Monitoring Network System.
- Demonstrated strong technical and analytical skills to perform field data collection and entry using Laboratory Information Management Systems (LIMS, SBIO2).
- Reviewed scientific data for compliance with state and federal quality assurance requirements.
- Maintained inventory check list of both Lab and on-board vehicle supplies.
- Assisted with pilot waste-water treatment study
- Conducted public outreach events
- Certified by the State of Florida as Biological, Surface water and Ground water sampler.

**T & W Elite Group, LLC**

**May 2016 - Jan 2018**

*Co – Founder*, Full-Time

- Examined 50 + weekly credit/debit transactions for potential misuse of company credit card and fraud.
- Applied basic accounting skills to create weekly financial reports to be analyzed at board meetings
- Generated revenue by facilitating business to business contract negotiations and rate agreements
- Managed \$50,000.00 in vehicle assets
- Maintained over 20 effective and working client relationships through one on one interactions with business owners and brokers
- Analyzed current business practices and processes to implement cost saving strategies resulting in a 20% savings in fuel cost.
- Demonstrated strong problem solving and decision-making skills to optimize vehicle routes to ensure timely deliveries to customers.

**Florida Department of Health in Broward County**

**September 2016 – March 2017**

*Environmental Specialist I*, Full-Time

- Used understanding and interpretation of applicable regulations, policies and procedures to perform water quality, pH, and sampling testing of over 400 public facilities.
- Used strong judgment skills to implement compliance and enforcement actions when appropriate for assigned facilities regulated under the Environmental Health and Water programs.
- Performed routine inspections and investigated nuisance complaints of over 400 public facilities to assure compliance with Florida Statutes, Florida Administrative Codes, and inter agency agreements.
- Testified and witness at local Health and Sanitation review board hearings

**University of South Florida Water Institute**

**January 2016 – September 2016**

*Field Tech/GIS Assistant*, Internship

- Planned daily trips to storm water ponds in Orange County while managing company resources such as trucks, Jon boats using combustion and electric power, and calibrating water quality multi-probe and operation of bathymetric equipment.
- Demonstrated leadership and management skills to train 2 new hires.
- Used skills in GIS processing, 3D mapping techniques, data analysis, and report generation to produce 80+ contour maps in ArcGIS which is used by Orange County to measure pond erosion.
- Conducted 6 stream habitat assessments, 6 stream condition index samplings, 10 lake vegetation index surveys, and water quality sampling in accordance with the Florida Department of Environmental Protection Standard Operating Procedures.

**Market Source****July 2015 – September 2016***Account Sales Representative (Hewlett – Packard), Part-Time*

- Used face to face selling techniques to maintain Instant Ink attachment sales at or above 20% through product knowledge, customer demos, and brand advocacy.
- Trained 200+ employees on brands and products for our client Hewlett-Packard.
- Used strong communication skills to collaborate with management to maintain product displays in compliance with client standards.
- Collaborated with store employees to establish and maintain effective working relationships with customers.

**Vibe Digital Media****July 2015 – September 2015***Business to Business Sales, Internship*

- Worked with a team and developed an internship-based lead generation model that resulted in the hire of 2 interns
- Obtained 2 memberships for multiple Chamber of Commerce throughout the Bay area
- Made cold calls to local business owners in the Tampa Bay area
- Set at least one appointment a week with potential leads and customers
- Coordinated and hosted 3 professional networking events along with lunch and learns
- Obtained certifications in Google Ad words and Analytics Academy

**United Parcel Services****July 2013 – January 2015***Hazmat Auditor & Responder, Part-Time*

- Maintained HazMat processes and procedures that meet regulatory requirements through researching product SDS information for proper classification and audit classification for accuracy and requirements.
- Trained in spill response to choose appropriate personal protection equipment to respond, evaluate, and dispose of all hazardous leaks or spills per Florida Department of Transportation regulations.

**University of South Florida Housing and Residential Education****January 2012 – January 2016***Desk Clerk/Mail Clerk, Part-Time*

- Recognized for having the longest active tenure on staff
- Provided first line response and 24-hour desk reception service for the 7-residence hall community
- Supported safety and security of students by ensuring safe and accurate management of keys and card access
- Provided essential mail services by sorting and delivering mail and packages and excellent customer service
- Processed over 200+ parcels of mail per shift

**LEADERSHIP & AFFILIATIONS**

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Phi Beta Sigma International Fraternity Inc., Bigger and Better Business Co-Chair	Present
Interim 1 <sup>st</sup> Vice President	Jan 2015 – May 2015
2 <sup>nd</sup> Vice President	May 2014 – May 2015
National Black MBA Association	Member
	Present

**SKILLS & CERTIFICATIONS**

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Programming: Skilled in Python, Machine Learning (Scikit Learn), and Jupyter Notebook

In Progress: SQL,

Mapping and spatial analysis: ArcGIS