

**APPLICATION TO SERVE ON A
CHARLOTTE COUNTY ADVISORY BOARD**

INCOMPLETE APPLICATIONS WILL BE RETURNED

Mr/Mrs/Ms:			
Name:	•	Last <u>Jenkins</u>	First <u>Andrea</u> Middle Initial <u>A</u>
Residence Address:			
Street <u>7152 Castilla St</u> City <u>Port Charlotte</u> Zip Code <u>33981</u>			
Mailing Address: <u>7152 Castilla St</u>			
Street <u>7152 Castilla St</u> City <u>Port Charlotte</u> Zip Code <u>33981</u>			
Phone No. <u>704 264 6331</u>			
		Home	Business
FAX:			
E-Mail Address: <u>andrea.gwhite@gmail.com</u>			

I hereby submit my name for consideration to serve in an advisory capacity to the Board of Charlotte County Commissioners on the following Advisory Board:

Englewood East Non-urban Street and Drainage Unit
Name of Advisory Board

If applying for a specific category/position, please so state: _____

Occupation: Retired

If currently retired, previous occupation: Project Manager/Administrator

Civic/Professional Accomplishments/Offices Held:

Board of Directors, President, McCarron HOA (Charlotte, NC)
Girl Scout Troop Leader
Charlotte City Parks Rec Jr. Pickleball Instructor

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CHARLOTTE COUNTY ADVISORY BOARD – CONTINUED**

In order to qualify a volunteer must both be a property owner within and reside within the Unit, and my qualifications to be eligible are as follows:

I have owned a home and lived in the district since April, 2017

If applicable, please indicate any employment, contractual relationship or status that you may have, or have had within the past 12 months, with any private business entity that rents, leases or sells any realty, or provides any goods or services to the County or that is conducting any business with the County.

Have you ever worked for the Charlotte County Board of County Commissioners?

☐ Yes

☒ No

➤ If "Yes", please list position, department, start and end date: _____

Do you have any relatives currently working for the Charlotte County Board of County Commissioners?

☐ Yes

☒ No

➤ If "Yes", please list name(s) and department(s): _____

Are you a full-time Charlotte County Resident?

☒ Yes

☐ No

Have you ever been convicted of a Felony or Misdemeanor? (Please be sure you understand the question, as failure to answer truthfully will disqualify you).

☐ Yes

☒ No

Have you ever pled NO LO CONTENDRE or pled guilty to a crime which is a Felony or a Misdemeanor? (Please be sure you understand the question, as failure to answer truthfully will disqualify you).

☐ Yes

☒ No

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- 1.) All of the Boards and Committees appointed by the Board of County Commissioners are required to comply with the Sunshine Law FS 286.011 and some of the Boards and Committees appointed by the Board of County Commissioners are required to comply with Chapter 112, Florida Statutes, the Financial Disclosure Law. You may be required to file a Form 1 Financial Disclosure. You will be provided with more information upon appointment.
- 2.) Charlotte County, an equal opportunity/affirmative action employer, considers the selection and appointment of persons to advisory boards in a non-discriminatory manner consistent with the requirements of Federal, State and Local non-discrimination laws.
- 3.) The Board of County Commissioners request that you attend the Commission meeting at which your application will be considered for appointment. This office will notify you of the Commission meeting date.
- 4.) Members who fail to attend two (2) meetings in a rolling twelve-month period shall automatically forfeit their appointment.

By signing this application, you acknowledge that you have read and understand the previous statements.

Andrea J. Jenkins
Signature

July 23, 2025
Date

A résumé or list of qualifications and experience is requested but cannot replace this application form.

PLEASE RETURN THIS COMPLETED FORM TO:

Charlotte County Public Works
Municipal Service District Representatives
7000 Florida Street
Punta Gorda, FL 33950

OR EMAIL TO:

MSBU-TU@CharlotteCountyFl.gov

Andrea Q. White

7152 Castilla Street, Port Charlotte, FL 33981
704-264-6331, andreaqwhite@gmail.com

SUMMARY

Business veteran experienced with project management and administration, communications development, process and procedures development and data analysis.

Profile

Business and Financial

- Project Management and Administration
- Vendor Partner Relationships - deliverables and support agreements
- Audit Coordination
- Marketing - re-branding, sales brochures, trade publications

Technical

- Microsoft Office
- Business Requirements
- Data Analysis, Mapping and Conversions
- User Documentation
- Industry research

EXPERIENCE

Jackson Hewitt

Jan 2018 – Apr 2019

Sarasota, FL

Income Tax Preparer, seasonal

Prepared income tax returns for a diverse group of taxpayers with a wide array of income sources and deductions.

Assisted the public with determining the taxability of their income and whether they needed to file a return.

Wachovia/Wells Fargo

Jan 2008 – Nov 2011

Charlotte, NC

Communications/ Business Analyst, contracted position, May 2010 – Nov 2011

Assisted Trust Officers and clients migrate from the legacy Wachovia model to Wells Fargo's model of regional support centers.

- Polled multiple data sources for compilation into Excel spreadsheets
- Performed audit of team members work; directed corrective actions
- Communicated with account officers and print vendor for production
- Collected and archived team documentation
- Maintained Access databases and generated reports for Project Manager and stakeholders
- Maintained Master Control sheets to track progress and volumes

Data Analyst, contracted position, Oct 2009 - May 2010

Performed data analysis for the Corporate Trust division as it segregated its processing into two distinct business lines as a result of Wachovia/Wells Fargo merger. Reviewed raw data for coding anomalies and

created output for distribution to the software vendor or internal subject matter experts to affect corrections.

- Created spreadsheets for dissemination to specific audiences
- Identified and corrected coding errors
- Coordinated with project team to align local efforts with overall project goals and timelines

Data Analyst & Project Contributor, contracted position, Jan 2008 - May 2008

Provided support to the business and project implementation team as the Corporate Investment Banking group moved from multiple risk management systems to a singular, international system.

- Assisted Vice President charged with providing key underlying data by scrubbing raw data from multiple internal and external sources
- Conducted user interface testing
- Performed User Acceptance Testing to ensure Business Requirements and user documentation reflected final system design

SCHWAB RETIREMENT TECHNOLOGIES, a Charles Schwab subsidiary

Nov 1988 - Dec 2006

Charlotte, NC

Project Manager and Administrator, 1997 - 2006

Managed and tracked project activities within each phase of the software development life cycle for this leader in pension plan administration services.

- Assembled and maintained project documents
- Facilitated project team meetings, updated and reported project status, managed deliverables
- Coordinated on-site activities for beta roll-outs
- Participated as business lead for DOS to Windows upgrade while providing Project Management oversight to entire effort
 - Designed the user interface, reorganizing all functions into logical categories
 - Developed business requirements, including user interface content, navigation, text and option behaviors
- As Subject Matter Expert in compliance and payroll, developed data maps from vendor systems to company's proprietary software system
- Developed and delivered new product training for internal staff with training materials integrated into client trainings
- Conducted user acceptance tests to support product quality and user documentation
- Prepared for and managed annual SAS 70 audits
- Contributor and editor for all Requests For Proposals
- Staff contributor to one of Schwab's award-winning client newsletter

Selected as one of two direct reports when CEO was named as the division's Sr. Vice President's Chief of Staff.

- Planned and executed business unit's first national client conference with multi-state teams, >60 vendors and >300 attendees.
- Procured collateral and created selling verbiage to obtain vendor sponsorships, generating sufficient profits to cover over 75% of conference costs
- Executed re-branding strategy across all public-facing materials
- Created marketing collateral for new product features

Consultant, 1995 – 1997

- Consulted with clients on their specific needs related to retirement plan design and processing efficiencies; instigated corrective actions and provided policy and procedure recommendations
- Performed on-site recordkeeping functions
- Conducted general and specialized training to maximize client staff productivity

Processing Service Manager, 1988 – 1995

Established a third party retirement recordkeeping solution for entry level clients; managed staff of five.

- Defined service offerings, service fees and service agreements
- Established policies and procedures
- Developed technical specifications for data conversions and interfaces with vendor partners
- Designed data collection software to capture payroll details from clients
- Partnered with sales associates to obtain new business
- Developed training for service's clients

Bank of America, formerly NCNB Corp
Charlotte, NC

Jan 1978 - Nov 1988

Senior Accountant and Application Specialist, Corporate Trust Division, 1986 - 1988

- Reviewed pension plan documents and client data for completeness and compliance with regulatory agencies
- Reconciled plan assets in trust to general ledgers
- Determined and applied appropriate bases for contribution and earnings allocations; determined types and amounts of plan distributions
- Performed regulatory compliance testing
- Generated client and participant reports
- Consulted with client service representatives and clients on account valuations, regulatory requirements and plan design

EDUCATION

Central Piedmont Community College, Charlotte, NC
Accounting

Jan 2009 – May 2010