

# Thomas G. Register

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## Professional Experience

### Code Compliance Administrator – City of Jacksonville, Fl.

#### February 2019-Present

- Manages daily enforcement operations, communicating clear direction and leading organizational change
- Develops protocols and strategic planning for large-scale inspection projects
- Assigned to the Drug Abatement and Response Team (D.A.R.T.)
- Represents the division for meetings on community education and enforcement procedures
- Plans, organizes, assigns, reviews and evaluates the work of assigned staff
- Responds to property safety emergencies associated with unsafe structures
- Develops legal notices based on local ordinance

### Code Compliance Supervisor – City of Jacksonville, Fl.

#### June 2017-February 2019

- Created and implemented strategies to increase efficiency of assigned employees
- Trained staff division-wide on ordinances, enforcement procedures, and emergency procedures
- Assigned to the Drug Abatement and Response Team (D.A.R.T.)
- Consulted with management, other governmental agencies and industry representatives concerning property safety matters
- Created and maintained a division policy guide

### Code Compliance Senior Officer – City of Jacksonville, Fl.

#### April 2015-June 2017

- Coached and trained co-workers on complex inspections
- Assisted officers with the procedures for zoning enforcement
- Provided training for the condemnation of structures
- Created flow charts for enforcement activities
- Coordinated training and reviewed court documents before enforcement hearings
- Served as the division lead for special enforcement projects

### Code Compliance Officer – City of Jacksonville, Fl.

#### April 2013-April 2015

- Inspected residential and commercial properties to ensure compliance with property safety and zoning codes
- Issued citations for local zoning violations
- Testified in court for the prosecution of violators of local municipal ordinances

### **Mandarin Bar, Manager**

**May 2007-February 2012**

- Prepared budget, balanced daily deposits, prepared invoices for payments and employee payroll
- Conducted staff meetings, coordinated advertising and promotions

### **B & E Contracting, Inc., Vice President**

**June 2004-October 2010**

- Prepared detailed budgets and financial reports for real properties
- Managed operations, administration, and improvement of commercial, industrial, and residential properties.
- Inspected the grounds, facilities, and equipment to determine necessity of repairs or maintenance
- Maintained the operating costs, records of sales, rental activity, and special permits of real estate

## **Education**

### **Liberty University, 2018-Present**

Seeking bachelor's in Digital Marketing

Continuous listing on the Dean's List

## **Certifications**

F.A.C.E. (Florida Association of Code Enforcement); Levels 1, 2, & 3

Omega Nu Lambda, National Honor Society

The National Society of Collegiate Scholars

## **Volunteer Work**

Florida Youth Challenge Academy cadet mentor, 2017-2018

Emergency Response Team member for Christ Church "Freedom Fest", 2016, 2017, 2018

Daniel House volunteer, 2009

Medical Missionary in Magdalena, Guatemala, 2009

## **Key Skills**

- Experience in de-escalation of confrontation, physical and verbal threats
- Expertise in Microsoft applications: Word, PowerPoint, Excel, OneDrive, Office 365, SharePoint, and OneNote
- Time Management
- Computer Proficiency
- Highly adept at creating team building events to boost employee moral
- Budget and Cost Analysis
- Experienced Public Speaker.
- Strategic Planning
- Project Management
- Adaptability