

**James E. Tokley, Sr.**  
**2010 Charter Review Board Profile**

**Photo:**



**RESUME OF JAMES E. TOKLEY, SR.**

**A. OBJECTIVE:** To utilize my interpersonal communication, writing, speaking, training, management and organizational skills to assist others in reaching their full potential, academically and professionally

**B. EDUCATION BACKGROUND:**

- . B.A. (English), Delaware State University, Dover, DE, 1970
- . M.Ed. (Curriculum and Instruction) Temple University, Philadelphia, PA, 1972
- . Completed coursework for Ed.D. Curriculum and Instruction, Temple University (Philadelphia, PA), 1974
- . Completed coursework for Ph.D., American Literature, University of South Florida (Tampa, FL), 1992
- . Florida Department of Law Enforcement, Accredited Human Resource/ Human Diversity Trainer, 1991-Present

**C. PROFESSIONAL EXPERIENCES:**

2009-Present: Everest University: General Education, English Instructor

1989- Present: Tokley & Associates: President, Lead Trainer/Consultant; designed human resource training curricula for the following areas: Human Diversity-Effectiveness, Collective Leadership, Customer Service, Neutralizing Sexual Harassment, Understanding and Working with Affirmative Action, Working with Racism, Sexism, Ageism and Other Stereotypes, Cultural Aspects of Terrorism and Counter-Terrorism, How to Survive Downsizing, Preparing for Success in the World of Work, Organizational Structure, Teambuilding, One-on-One Human Resource Training; provided employee coaching ,organizational coaching and leadership coaching services; served as lead trainer; have trained and supervised other trainers; provided lectures and articles on human resource subjects.

1991-1993: St. Petersburg College: Diversity Institute, Law Enforcement Training, Director; provided human resource consulting; developed cultural/human diversity-effectiveness courses; was lead trainer, trained and supervised trainers; gave public presentations regarding the Diversity

Institute and the realm of cultural/human diversity, especially pertaining Criminal Justice systems and their employees.

1989- 1991: Tampa Police Academy; English Instructor; taught basic English, grammar, writing and motivation to prospective police recruits in preparing to take and pass their TABE tests, which would allow them to enter the Tampa Police Academy, then to matriculate to becoming Tampa Police officers

1986-1998: Hillsborough County Public Schools, Robinson High School; Teacher, English Department; taught Basic English 10<sup>th</sup> and 11<sup>th</sup> Grades; served as assistant student counselor and journalism advisor.

1984- 2006: University of South Florida; Adjunct Professor in both the English and Africana Studies Departments; taught Freshman English (English Dept.); taught Introduction to Black Studies, and taught Racism in American Society (Africana Studies Dept.).

1984- 1986: University of Tampa; Adjunct Professor, English; taught Freshman English and African American Literature.

1981- 1984: Bay Area Legal Services, Inc.; Community-Empowerment Representative; served as liaison for Bay Area Legal Services; acted as educational liaison to community groups; made public presentations and identified and coordinated efforts by Bay Area Legal Services to enhance community-empowerment and education; was a community-advocate regarding individual and group legal rights.

1980- 1981: City of Tampa, Private Sector Initiative Program (PSIP); Job Developer; identified prospective corporate employers for planning and implementing solicitation visits for job openings; interviewed and assessed job readiness skills of job applicants; developed and implemented job placement agreements with employers; matched and referred job applicants for most compatible job openings, training and/or social, educational and support services; conducted follow-up visits with employers and clients; and developed partnerships with corporate, community-based and social service organizations.

1978- 1980: City of Tampa, Bureau of City Planning, Editor; edited and supervised the production of the Tampa: 2000 Comprehensive Plan, blueprint for the economic and infrastructure development of the City of Tampa from 1980 to 2000.

1972- 1978: Delaware State University (Dover, DE), English Instructor; taught the following courses: Freshman English, World Literature, African American Literature, Linguistics, Journalism, English for Secondary Education; was academic advisor and member of the faculty senate.

OTHER: I currently serve as the City of Tampa's first official Poet Laureate; am a published author, historian and lecturer on current interest issues. In addition, I am a former columnist having written articles for the Florida Sentinel Bulletin (Tampa), The Weekly Challenger (St. Petersburg), The Tampa Tribune (Tampa) and other newspapers nationwide. Also hosted the television talk-show "NOW," on WTSP, for thirteen years.

#### **D. AFFILIATIONS:**

- . Member, Hillsborough County Charter Review Board
- . Former Member, Mayor's African American Advisory Council, City of Tampa

- . Former Member, Tampa Historical Preservation Commission, City of Tampa
- . Member, North Hyde Park Neighborhood Executive Board, Tampa
- . Member, Alpha Phi Alpha, Inc.
- . Member, NAACP
- . Past Member, Board of Directors, WMNF-FM, Tampa
- . Past Member, Board of Trustees, University of Tampa
- . Member, Trinity CME Church, Tampa