
CHARLOTTE P. HOBBS

5380 Chiswick Circle, Orlando, Florida 32812
(321) 297-4140 (c)
cphobbs7@gmail.com

EXECUTIVE SUMMARY

- ◆ Proactive and business-minded Professional with over 10 years of combined experience in Training Administration and Business Operations including staffing, budgeting, work force planning, forecasting, training, employee relations, recruiting, interviewing, on boarding, elementary education and customer service.
 - ◆ Experienced in budgeting, Supply Chain Management, and Capital Equipment, and Overhead budgeting.
 - ◆ Proven ability to work well under pressure in a fast-paced environment by being a quick learner, problem solver, and effective multi-tasker.
 - ◆ Experienced working in various industries including Defense, Modeling and Simulation, Education, Hospitality, Customer Service and Family Entertainment.
 - ◆ Experience in providing Customer Service internally and externally.
 - ◆ Volunteer Assistant to Elementary School Instructor for Kindergarten, first grade and second grade.
 - ◆ Community Outreach to support the Homeless in the community and in shelters.
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AREAS OF EXPERIENCE

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| • Staffing | • Employee Communications | • Project Management |
| • Purchase Orders | • Education | • Budgeting |
| • Recruiting/Interviewing | • New Hire Orientation | • Performance Measurement |
| • Travel/Expense Reports | • Succession Planning | • Year-end Accruals and reconciliation |
| • Employee Personnel Files | • Workforce Reduction | • Paid Time Off |
| • Customer Service | • Job Analyst- Facilities Assets Management | • Family Support and Community Volunteer |
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PROFESSIONAL EXPERIENCE

- Kelly Educational Services **09/2017 – present**
Substitute Teacher
- Teaching elementary school students Language Arts, Math, Science and Social Studies when the permanent teacher is absent from the classroom.
- Wyndham Vacation Ownership, Orlando, Florida **09/2012 – 03/2013**
Human Resource Recruiting Coordinator (Temporary Contractor)
- Recruiting Vacation Planning Counselors for Springfield, Missouri utilizing the Taleo talent management and applicant tracking system. Recruiting Coordinator with WorldMark by Wyndham in Redmond, Washington managing the staffing process while utilizing Taleo Applicant Tracking System
- AVT Simulation, Orlando, Florida **06/2012 – 09/2012**
Human Resource Generalist (Temporary Contractor)
- Managed interview process resulting in 100% increase in employee population as a result of a government contract acquisition
 - Partnered with the other Human Resource Generalist to execute the high-volume interview process
 - Communicated and negotiated new salary recommendations to over 25 new hires
 - Coordinated and assisted in conducting new employee orientation for the integration of new hires into the organization
 - Conducted interviews with internal and external candidates to determine optimal match for open positions
 - Collaborated with career development centers to broadcast company job postings
 - Maintained employee files to ensure accuracy and compliance with both state and federal regulations

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Kimball Companies, A + Tutor U Headquarters, Orlando, Florida

10/2009 to 03/2012

Human Resources Associate (Part-Time Employee)

Elementary School Lead Tutor (On-Call Subcontractor)

- Served as the initial onsite Human Resources Support responsible for developing standard core Human Resource processes
- Managed and analyzed leave administration process for medical and personal leave
- Established and communicated the company's initial Paid Time Off process to current and new employees
- Tutored 50+ elementary school students in reading and mathematics enabling them to improve their Florida Comprehensive Assessment Test (FCAT)

Community Volunteer

2006 – 2020

- Volunteer for Elementary School Tutoring and Outreach Programs
- Volunteer at Hamilton Elementary School and Catalina
- Community Outreach to the Homeless on the street and at shelters
- Kids Beach Club (After-school program)

Senior Technical Operations Administrator

1995 - 2006

Engineering Department, Lockheed Martin Simulation Training & Support, Orlando, Florida

EDUCATION

BA, Business Management – FLORIDA SOUTHERN COLLEGE, Lakeland, Florida

COMPUTER SKILLS AND TRAINING

- MS Project (scheduling and reports) MS Office Suite, SharePoint
- Taleo – Talent Management System
- Effective Communications
- MS Windows Operating Systems XP, 7, 98, 2000
- Effective Negotiations
- Salary Time and Attendance Recording System (STARS) Proprietary Software
- 7 Habits of Highly Effective People

REFERENCES

- Available upon request.
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