

# Pamela Wu

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30 Buffalo Plains Lane, Palm Coast, Florida 32137 | Telephone (386) 864-5575 | wupamela6@gmail.com

January 18, 2019

Mr. Joe Mayer  
Human Resources Director  
Flagler County BOCC  
1769 E. Moody Blvd., Building 2  
Bunnell, Florida 32110

Dear Mr. Joe Mayer:

Please accept my resume and application for your Human Resources Director position which I was notified of through an internal posting.

I am currently employed by Flagler County in the Human Services Division however I am seeking to re-enter the Human Resources field in a challenging and rewarding position.

I have earned a Bachelor's degree in Public Administration through Flagler College and graduated with Honors. I was previously employed by the City of Palm Coast as a Human Resources Supervisor which allowed me the opportunity to expand my abilities in the various disciplines of Human Resource Management.

I welcome the opportunity to interview with you to discuss how I may contribute to the Human Resources Department.

Sincerely,

Pamela Wu

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## PAMELA WU

30 BUFFALO PLAINS LANE  
PALM COAST, FL 32137

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WUPAMELA6@GMAIL.COM



(386) 864-5575

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### OBJECTIVE

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Seeking a Human Resources Management position where my professional experience and education will allow me to make an immediate contribution as an integral part of a team.

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### SKILLS

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Ability to exercise discretion and showcase professional judgement. Excellent in problem solving and team building/collaborative efforts.

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## EXPERIENCE

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### HUMAN SERVICES CASE MANAGER FLAGLER COUNTY BOCC JULY 2016-PRESENT

Provide Emergency Assistance for mortgage, rent and utilities to eligible Flagler County residents. Provide Indigent Healthcare services through ongoing case management. Assess other potential needs and refer to community partners. Participate in community outreach events. Activated during emergency situations for call center management.

### HUMAN RESOURCES MANAGER GRANNY NANNIES FEBRUARY 2015-JULY 2016

Hired Independent Contractors for Nurse Registry. Assisted with recruiting new clients through incoming phone calls and home visits. Maintained scheduling of all caregivers. Ensured compliance with the Agency for Healthcare Administration. Prepared payroll and client billing. After hour on-call supervisor.

### STAY AT HOME MOM SEPTEMBER 2011-FEBRUARY 2015


### STAFF ASSISTANT CITY OF PALM COAST FIRE DEPARTMENT APRIL 2007-SEPTEMBER 2011

Assistant to the Fire Chief and Deputy Fire Chief. Prepared departmental correspondence. Performed budgeting duties, accounts payable, audited, scanned and entered all EMS reports into records management system. Assisted the public with information. Activated during emergency situations as support services.

### HUMAN RESOURCES SUPERVISOR CITY OF PALM COAST APRIL 2001-APRIL 2007

Frequently interacted with all levels of management to resolve Human Resources issues regarding employment law and compliance.

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Developed, implemented and interpreted Personnel Policies and Procedures. Managed and performed recruitment and on-boarding activities including new hire orientations. Assisted in labor negotiations while unionized. Provided guidance to all departments regarding employee relations to include performance evaluations, disciplinary actions and terminations. Performed investigations into complaints of harassment, discrimination and any other violation of City policies and Federal and State laws regarding employment. Responded to employee questions concerning benefits and resolved any issues with providers. Handled all worker's compensation claims and unemployment hearings. Completed and/or verified all data entry of personnel and processed and/or verified merit increases and payroll changes. Provided City-wide safety training and training in the practices of public sector employment law. Responsible for the development of Human Resources staff including planning and organizing departmental activities. Served as Safety Committee Chair, EEOC Coordinator, Americans with Disabilities Act Coordinator, FMLA and HIPAA Administrator. Activated during emergency situations as the Call Center Manager.

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## EDUCATION

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### **PUBLIC ADMINISTRATION/2008**

Flagler College  
Honors – Cum Laude

**EMPLOYMENT APPLICATION**



**FLAGLER COUNTY**  
FLORIDA

**FLAGLER COUNTY**  
1769 East Moody Blvd. Bldg 2 Bldg #2  
Bunnell, Florida 32110  
386-313-4007  
<http://www.flaglercounty.org>  
**WU, PAMELA**  
**00022 HUMAN RESOURCES DIRECTOR**

**Received: 1/18/19 12:31 PM**  
**For Official Use Only:**  
QUAL: \_\_\_\_\_  
DNQ: \_\_\_\_\_  
 Experience  
 Training  
 Other: \_\_\_\_\_

**PERSONAL INFORMATION**

<b>POSITION TITLE:</b> HUMAN RESOURCES DIRECTOR		<b>EXAM ID#:</b> 00022
<b>NAME:</b> (Last, First, Middle) WU, PAMELA		<b>SOCIAL SECURITY NUMBER:</b> N/A
<b>ADDRESS:</b> (Street, City, State, Zip Code) 30 Buffalo Plains Lane, Palm Coast, Florida 32137		<b>EMAIL ADDRESS:</b> wupamela6@gmail.com
<b>HOME PHONE:</b> (386) 864-5575	<b>ALTERNATE PHONE:</b> 386-864-5124	<b>NOTIFICATION PREFERENCE:</b> Email
<b>DRIVER'S LICENSE:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>DRIVER'S LICENSE:</b> State: FL	<b>LEGAL RIGHT TO WORK IN THE UNITED STATES?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

**PREFERENCES**

**MINIMUM COMPENSATION:**  
\$65,467.00 per year

**WHAT TYPE OF JOB ARE YOU LOOKING FOR?**  
Regular

**TYPES OF WORK YOU WILL ACCEPT:**  
Full Time

**SHIFTS YOU WILL ACCEPT:**  
Day

**OBJECTIVE:**  
Seeking a Human Resources Management position where my professional experience and education will allow me to make an immediate contribution as an integral part of a team.

**EDUCATION**

<b>DATES:</b>	<b>SCHOOL NAME:</b> Flagler College
<b>LOCATION:</b> (City, State) St. Augustine, Florida	<b>DID YOU GRADUATE?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>MAJOR:</b> Public Administration	<b>DEGREE RECEIVED:</b> Bachelor's
	<b>UNITS COMPLETED:</b>

**WORK EXPERIENCE**

<b>DATES:</b> From: 7/2016 To: 1/2019	<b>EMPLOYER:</b> Flagler County Human Services	<b>POSITION TITLE:</b> Human Services Case Manager
<b>ADDRESS:</b> (Street, City, State, Zip Code) 1000 Belle Terre Blvd., Palm Coast, Florida, 32164		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b> 386-586-2324	<b>SUPERVISOR:</b> Janet Nickels - Program Manager	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$2,832.00/month	<b># OF EMPLOYEES SUPERVISED:</b> 0
<b>DUTIES:</b> Provide Emergency Assistance for mortgage, rent and utilities to eligible Flagler County residents. Provide Indigent Healthcare services through ongoing case management. Assess other potential needs and refer to community partners. Participate in community outreach events. Activated during emergency situations for call center management.		
<b>REASON FOR LEAVING:</b> Currently employed.		
<b>DATES:</b> From: 2/2015 To: 7/2016	<b>EMPLOYER:</b> Granny Nannies	<b>POSITION TITLE:</b> Human Resources Manager
<b>ADDRESS:</b> (Street, City, State, Zip Code) 9 Harbor Center Drive, Ste 16, Palm Coast, Florida, 32137		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b> 386-447-6551	<b>SUPERVISOR:</b> Leanna Hawkins - Administrator	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$2,500.00/month	<b># OF EMPLOYEES SUPERVISED:</b> 0

<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Ray Britt	<b>POSITION:</b> Finance Director
<b>ADDRESS: (Street, City, State, Zip Code)</b> 1485 Tolson Road, Deland, Florida 32720-2331		
<b>EMAIL ADDRESS:</b> rbritt@palmcoast.gov		<b>PHONE NUMBER:</b> (386) 547-4509
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Joe Saviak	<b>POSITION:</b> Executive Administrator
<b>ADDRESS: (Street, City, State, Zip Code)</b> Flagler County Sheriff's Office, 901 E Moody Blvd, Bunnell, Florida 32110		
<b>EMAIL ADDRESS:</b> jsaviak@flagler.edu		<b>PHONE NUMBER:</b> (386) 437-4116
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Mike Beadle	<b>POSITION:</b> Retired Fire Chief
<b>ADDRESS: (Street, City, State, Zip Code)</b> Unknown - Retired, Palm Coast, Florida 32137		
<b>EMAIL ADDRESS:</b> mbeadle@palmcoast.gov		<b>PHONE NUMBER:</b> (386) 931-1237