

Name: Vaughn, Vicki

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Email: vickiv482@yahoo.com

Board Name: Equity Advisory Council

Primary Phone:

352-258-6963

Please list any civic and professional accomplishments/honors, training or experience related to this appointment::

I have experience in workforce development and assisting the public find employment and helping them get signed up for grant funded programs to improve their job skills.

Please list any current/previous Advisory Board appointments:

N/A

What Contributions do you feel you could make if you were selected to this board?:

I can make a difference by connecting people in need with services and programs that are available to increase their ability to find employment

Please Agree with the following statements:

I understand this application is the property of Alachua County and subject to public records laws. I hereby certify that the statements made on this application are true and correct. I understand that Appointees to advisory board/committees are required to attend scheduled meetings as specified in the "Guidelines for Citizen Advisory Boards and Committees". I understand that some boards and committees require Financial Disclosure (Chapter 112, Florida Statutes) and I am willing to file if required. I affirm that my personal and business (if applicable) affairs within Alachua County are in substantial compliance with all county regulatory and taxing authorities rules and regulations?:

Yes

Note: This question is for the Gainesville-Alachua County Airport Authority Board

Do you currently hold any publicly elected office in the State of Florida?:

No

Note: This question is for the Gainesville-Alachua County Airport Authority Board

Have you, as yourself or as an employee, agent or consultant for another person or legal entity, transacted business with the authority within the last 3 years?:

No

Are you currently serving, or have you ever served, on an Alachua County advisory board? :

No

Time of Submission: 09/19/23 10:36:29 AM

Attachments:

- Vicki Vaughn HR- resume .pdf

Vicki Vaughn

Gainesville, FL 32607

vickiv482@yahoo.com

+1 352 258 6963

Enthusiastic Human Resource Professional eager to contribute to a team's success through hard work, attention to detail and excellent organizational skills.

Work Experience

Job Developer

CareerSource of North Central Florida

December 2022- Present

Engages, interviews and assess customers to determine their qualifications, work history, challenges and areas of interest.

Refers customers to positions they have applied for

Provides appropriate services including resume assistance, labor market information, assessments, orientation to services.

Trains customers on how to use Employ Florida system to complete a full application and perform job searches.

Maintains accurate case notes and documentation as required by laws, agency policies and regulations.

Participates and coordinates job fairs, and onsite recruitment events.

Talent Acquisition Specialist

University of Florida - Gainesville, FL

March 2022 to November 2022

Administers applicant tracking system: acts as main person of contact for questions, issues, or training in system.

Provided professional support to hiring departments in sourcing, pre-employment screening, and implementing hiring strategies that foster a positive employee experience.

Ensured that the recruitment process was managed in a professional and timely manner.

Advised departments on issues of concern and university hiring policies.

Human Resources Specialist

Clay Electric Corporation - Keystone Heights, United States

February 2021 to March 2022

Coordinated and assisted in annual surveys

Acted as a liaison with Payroll and IT Department to coordinate and process the input of new employees and changes to existing employees' records to ensure quality control.

Responsible for all background checks and I9 completion according to Federal guidelines

Participated in a variety of Human Resources program activities such as new employee orientation and onboarding, in-service training, testing, and employee relations.

Prepared and posted job opportunities and responded to inquiries about openings.

Received and processed employment applications by prescreening applicants to confirm correct information.

Update companywide organization chart

Create and run HRIS reports

Approves employee action forms and ensures the action is within guidelines.

Recruiting Coordinator

Infinite Energy - Gainesville, FL

December 2012 to August 2020

Provided guidance to managers and directors during the interview process and the interview.

Conducted all new hire onboarding and training

Participated in the development of new or revised internal standard operating procedures

- **Full cycle recruiting including job posting, interviewing, hiring, onboarding and retention.**
- Maintained human resources information system and kept employee files up to date and accurate.

Education

Associate of Arts in General Studies-Liberal Arts