

## **Linda H. Peters**

### **EDUCATION:**

Bachelor of Science, Education  
Florida State University, Tallahassee, Florida  
June 1973

### **PROFESSIONAL:**

Member of Florida Association School Personnel Administrators  
Member of American Association School Personnel Administrators  
Member of Society for Human Resource Management  
Member of International Association for K-12 Online Learning  
June 2000 – Successfully completed Leadership Development Institute sponsored by Tregoe Education Forum  
February 2011 to present serving on Board of Directors for Employers Association Forum, Inc

### **EMPLOYMENT EXPERIENCE:**

**November 2004 – Present**

#### **Florida Virtual School, Orlando, Florida**

##### **Chief Human Resources Officer (January 2007-present)**

- Provides leadership in all matters relating to recruitment, retention, employee benefits, employee relations, employment services, HR operations and compensation/salary administration.
- Member of the President/CEO's Executive Team and Leadership Team contributing to the school's overall strategic planning, development and performance management.
- Manages and evaluates all HR programs, activities and functions to ensure their efficient operation and full alignment with school goals and priorities in addition to being in compliance with state and federal regulations.
- Responsible for the effectiveness and performance of the Human Resources department.

##### **Director, Human Resources (November 2004-December 2006)**

- Managed all FLVS human resources and recruiting activities focused on FLVS strategic goals (including culture) and each department's specific personnel achievement metrics.
- Responsible and accountable for planning, developing, and implementing program activities and functions designed to achieve school goals.
- Provided oversight for all human resource activities to recruitment, retention, employee benefits, employee relations, employment services, HR operations and compensation/salary administration.
- Member of the President/CEO's Leadership Team contributing to the school's overall planning, development, and evaluation.

**September 1990 – October 2004**

#### **Orange County Public Schools, Orlando, Florida**

##### **Senior Manager, Personnel Staffing (July 1998-October 2004)**

- Served as a Human Resource consultant and provide problem resolution to assigned schools/work locations. Conduct ongoing training of district policy and procedures for principals/work location supervisors and district staff. Responsible for assisting all employees and administrators in assigned area with employment process, contractual interpretation, school board policy, state statutes, management directives and reassignment process.
- Provided training in rational processes of decision making, situation appraisal and problem analysis. Serve as a facilitator for task forces to develop district policy and procedures.
- Implemented and currently provide training/support to principals/work location supervisors, applicants and support staff for PATS online instructional employment application process.

- Supervised, developed and implemented policies and procedures for all employment application processes. Focus on providing quality customer service to external and internal customers.
- Represented the Human Resources department on the Collaborative Bargaining Leadership Team to negotiate teacher union contract.
- Developed and update reports, forms, memorandums and letters of correspondence to district administrators, instructional/non-instructional employees and applicants.

**Senior Technical Assistant, Personnel Operations (February 1994-June 1998)**

- Provided technical assistance for Human Resource systems using CICS and FOCUS.
- Interpreted contractual language, board policy and personnel procedures related to salary issues, experience credit, seniority and other personnel related issues.
- Responsible for maintaining accuracy of personnel records in compliance with personnel policies and procedures.
- Assisted with development and implementation of all operational processes to include annual increase of salary for administrative, instructional and classified employees, and audits of personnel records.
- Provided problem resolution of operational issues to principals/work location supervisors and employees.

**Lead Human Resource Assistant, Personnel Operations (March 1993-Feb 1994)**

- Provided training for human resource assistants in personnel operations and procedures.
- Maintained workflow in all processes to meet deadlines. Provided back up assistance to human resource assistants in addition to maintaining assigned human resource assistant duties.

**Senior Human Resource Assistant, Personnel Services (Sept 1990-March 1993)**

- Responsible for providing all aspects of personnel services to employees and applicants regarding policies and procedures.
- Presented at New Employee Orientation.
- Processed on-line transactions, recommendations for reappointment, and salary adjustments.
- Maintained personnel records for assigned work locations.

**August 1988 – August 1990**

**Equifax Services, Orlando, Florida**

**Account Representative, (January 1990 – August 1990)**

- Responsible for new business development.
- Maintained over 50 financial institutions with credit services.
- Represented company at seminars and conventions.

**Mortgage Credit Reporter, (August 1988 – December 1989)**

- Trained staff and traveled to field locations to evaluate office productivity.
- Responsible for producing credit reports in a timely and accurate manner.
- Handled customer/consumer inquiries and resolved complaints.

**January 1980 – March 1988**

**Jana Sportswear, Miami, Florida**

**Administrative/Operations Manager**

- Duties included sales, accounting, ordering, inventory control, costing, payroll and supervision of staff.
- Prepared government reports and maintained budget.

**June 1973 – December 1979**

**Miami International Sportswear, Miami, Florida**

**Executive Administrative Assistant**

- Responsible for inventory control, sales, markdowns, and production status reports.
- Provided sales staff support, handled sales meetings and represented company at trade shows.