

Charlie S. Toy

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Professional leader possessing good people, management and customer service skills. Dedicated, honest and hardworking individual, who pays attention to detail, and possesses the ability to work well in team oriented and self-directed environments. Demonstrates professionalism in stressful environments and remains calm under pressure.

Professional Experience

Peace of Mind Child Care

6/2008-Current

Director/Owner

- Ensure the program meets all Oklahoma childcare licensing requirements.
- Maintain current license and pass inspections.
- Hire, train, and supervise staff to include annual training hours.
- Maintain a safe, clean, and hazard-free environment.
- Maintain Communication with Families.
- Create and Implement Program & Curriculum Oversight.
- Develop and enforce center policies.
- Ensure compliance with child abuse reporting laws (mandatory reporting)
- Promote a respectful, inclusive, inviting environment for children and staff.

Pahl Pharmaceutical Research, OKC, OK

3/2007-12/2007

Office Manager/Director of Corporate Development.

- Oversee day to day operations.
- Select, interview, and recommend qualified applicants for hire.
- Maintain office files and records.
- Greet patients, answer phones, order office supplies, contact vendors.
- Effectively communicate with pharmaceutical companies.

Paramount Property Group, OKC, OK

12/2005-3/2007

Property Manager

- Create, maintain, organize, and correct office files.
- Communicate directly with residents, property owners, and corporate personnel.
- Select, interview, and recommend qualified applicants for hire.
- Effectively manage and hire contractors/vendors for property improvements.

Oklahoma County Sheriff's Office (OCSO), OKC, OK

07/2000-12/2005

Sergeant

- Manage and maintain a team of thirty-seven officers and four shifts.
- Conduct monthly staff meetings.
- Complete annual employee evaluations.
- Review, write, and implement policies.
- Oversee and escort inmates to daily activities/medical visits, escort medical staff to emergencies and med pass.
- Member of OCSO Hiring Board
- Member of OCSO Retention Committee
- Member of OCSO Gang Task Force

Education

Associate in Arts, Criminal Justice
Associate in Arts, Child Development
Oklahoma Director's Credential

Awards

AJA (National Award)-Correctional Female Officer of the Year-2005