

## **Education and Certification**

### **Union College**

Barbourville, Kentucky

- Bachelors Degree in English Literature, Education and a Minor in Mass Communications
- Certification in Middle School English/Language Arts and Social Studies Education in the state of Kentucky.

## **Community Leadership**

### **Center for Spiritual Living Board Member (May 2019 - On - Going)**

- Spiritual leadership throughout the center for the CSL Kauai community

### **Island School Cross Country Assistant Coach (August 2017 - October 2019)**

- I assisted the cross country team in organizing travel to multiple Hawaiian islands, daily workouts and mental preparation for weekly races.

### **East Kapa'a Toastmasters Secretary (October 2019 - On - Going)**

- I am responsible for club records and correspondence, administrative details between the club and Toastmasters, and keeping the club's documents available and up-to-date.

## **Work Experience**

### **Island School**

**Athletic Director and Middle School Social Studies Teacher**

June 2017- May 2019

Puhi, Kaua'i

#### **Responsibilities**

During my tenure at Island School, I was the Athletic Director and taught 7th grade Ancient History. As an Athletic Director, I informed the parents, students and teachers of all the events, set up for the events, ordered equipment for the coaches and players, hired coaches, organized the usage of the sports facilities and gave any other support to the coaches, players and Island School community in every capacity within my abilities. As a teacher, I exemplified exceptional classroom management, created intriguing lesson plans, differentiated instruction, diversified teaching strategies, graded papers and presented constructive feedback for the students.

# Charles Woolfork

## **Success Coach and Hypnotherapist**

May 2019 - On - Going

Kapa'a, Kaua'i

### Responsibilities

As a Success Coach and Hypnotherapist, I help people get into a state to take action and achieve their goals. I bill clients, schedule appointments, follow-up with prospective clients, inquire about the status of past clients, call potential clients, give pro bono sessions as business development, market on social media and other platforms and a plethora of other tasks it takes to run a business. It is my duty to make sure client's lives are changed by adjusting their mindset to acquire the courage, brevity, consciousness, resourcefulness and any other skill needed in order to become successful.

## **Westin Princevill**

### **Security Guard**

June 2016 - August 2018

Princeville, Kaua'i

### Responsibilities

foot patrol, walking, observing and identifying potential security and safety risks or undesirable conditions, maintained order in the hotel, assisted with door lock problems, coordinated expedient response to emergency conditions such as fire, fire or safety hazards and threats to life and/or property in a calm, rational and persuasive manner, handled undesired conduct and potential violations of hotel policy as warranted for the security and safety of hotel guests, associates, patrons and property, watched for suspicious persons entering, exiting, or loitering around buildings and memorized and monitored life safety systems installed at property.

## **Technical Skills**

- My skills are proficient with various Microsoft Suites such as Word, PowerPoint, Office and Clip.
- I can record and efficiently edit video footage for commercials, presentations and other filmed material.
- I can type at an average of 60 wpm, words per minute.