

**New Instructor Sign-Up : Entry # 12****Name**

Charlie Grab

**Net ID**

ceg08005

**Campus**

Storrs (Main Campus)

**Position**

Business Services Supervisor

**Phone**

(860)486-6685

**Email**[charles.grab@uconn.edu](mailto:charles.grab@uconn.edu)**Please select your highest degree level**

Currently enrolled in a Masters degree program

**Please indicate below which program you are enrolled in**

Masters Human Resource Management (HRM)

**From which institution did you receive (are you currently receiving) your highest degree from?**

UCONN, School of Business

**Please upload a copy of your Resume or CV**

- [cgrabresume-june2013.pdf](#)

**Do you have any teaching experience?**

Yes

**Please upload a copy of your BioSketch**

- [biosketch.pdf](#)

**First Year Programs (FYP) encourages the use of an undergraduate mentor in the First Year Experience (FYE) classes. Please select the appropriate option from the drop-down below.**

Yes, I would definitely like a mentor assigned to my class.

**How many sections are you interested in facilitating?**

2

**Which semester should this course be listed for?**

Fall

**I would like to co-teach my section with**

Anyone ;)

**Please indicate which day you would prefer to teach**

Wednesday

## ***CHARLES E. GRAB***

35 School Street  
Central Village, CT 06332  
860-942-4728  
**charliegrab@gmail.com**

### **Highlights of Qualifications:**

- Transportation Management, University of Connecticut (UConn), Department of Logistics Administration
  - Assist in the supervision of over 80 student employees in Transportation Services
  - Database management and statistical tracking for the UConn's multi-million dollar fleet of 20 transit buses, accessible vans, as well as other passenger vehicles
  - Oversight of over \$500,000 in annual maintenance costs and operations
- Fleet Management/database development for UConn and Arthur Grab/Rawson Trucking
  - Implement software databases to track vehicle inventory, vehicle titles, maintenance, fuel records, as well as software for bookkeeping and accounting
  - Union relations/negotiations

### **Work Experience:**

- Business Manager - University of Connecticut (June 2011 – Present)
  - Oversee UConn's student based shuttle bus and accessible van driver training, dispatch, and preventative maintenance programs
  - Compile statistical data, monitor costs, vehicle fuel economy, and depreciation
  - Extensive written and oral communication with UConn and external offices, agencies, and vendors to resolve problems as they arise
  - Develop financial reports including: fuel, maintenance, parts and labor costs
  - Consulted on purchase orders/requisitions involving new vehicle purchases, vehicle repairs/maintenance, warranty claims, and reimbursements
  - Assist in the interviewing, hiring and testing of new student bus and accessible van drivers; over 20 per year
    - Oversee bus and accessible van driver performance evaluations
    - Ensure completion of pre-employment and random drug screenings
  - Oversee vehicle accident reporting to the State for all UConn vehicles
  - Prepare and submit vehicle registrations to the Department of Motor Vehicles
  - Oversee and schedule bi-annual commercial vehicle inspections for the University
    - Maintain compliance with state and federal transportation regulations and laws
  - Assist in development of fixed route and on-demand response operations
    - Schedule student and union employees to cover all shifts
    - Distribute pay checks
  - Strong understanding of UConn's fiscal procedures as they apply to vehicle maintenance and operations
  - Commercial Driver's License Class B with F,M,P endorsements
- Fleet & Terminal Manager, Arthur Grab/Rawson Trucking. (May 2007 – July 2011)

- Developed a database to monitor a “severe duty” style of vehicle maintenance
- Analyzed and prepared annual operating budgets
- Prepared and submitted labor contracts for
- Determined fleet replacement, maintenance and repair needs
- Billed over 30+ customers on a monthly basis and developed a well-respected rapport with customers and vendors

**Education:**

- University of Connecticut Graduate School (January 2012 – Present)
  - Masters of Human Resources and Management  
*(Degree in Progress)*
  - GPA 3.71/4.0
- University of Connecticut College of Liberal Arts and Sciences (2010 – December 2012)
  - Bachelors of Interdisciplinary Studies, minor in gender studies
  - GPA 3.49/4.0
- Boston Architectural College (2008-2010)
  - Architectural Draftsman & Design Studies.
- Marianapolis Preparatory School (2004-2008)
  - High School Diploma.

**Activities and Interests:**

- CT Transit Bus Rodeo
  - Participant in 2013 Rodeo, representing UConn; nationally recognized event
- Classic auto restoration.
  - Finding, restoring, and driving classic autos from the area

**References:**

- Ms. Janet Freniere
  - University of Connecticut Transportation Services
  - 860.559.9040
- Mr. Gerry Bailey
  - University of Connecticut Motor Pool (Retired)
  - 860.933.5442
- Mr. Paul Amenta
  - DATTCO Sales and Service
  - 860.883.3791

Admittedly, my teaching experience is minor compared to other applicants to the program. During my undergraduate career, I spent 2 summers as a VAWPP facilitator for the new student orientation program at UCONN. I also mentor and guest lecture sections of SYE classes at Marianapolis Prep School, in Thompson CT.

I am currently enrolled in a Master's Degree program at UCONN, and may also pursue an MBA. While I am not an education major, my career path will keep me apart of University staff support for years to come. I feel that this program will not only allow me to become more involved with the students' on campus, but also provide some perspective on life after college to the incoming freshmen.

-C