

**Kelly Charles-Collins, Esq. C.V. Mediator – Tampa, Florida**

**Management - Employment Litigation Attorney, Arbitrator, Mediator,  
HR Consultant**

**Smoak, Chistolini & Barnett PLLC**

**Golden Gate University, School of Law**

**Tampa/St. Petersburg, Florida**

Kelly Charles-Collins has over 18 years of experience representing management in employment law matters. She is also a certified Civil Court Mediator and presides as a Certified Arbitrator with the American Arbitration Association over employment, commercial and consumer cases in the U.S. and internationally.

Mrs. Charles-Collins' broad range of experience in employment law includes providing advice and successful litigation defense of matters in federal and state court and before administrative bodies in areas such as Title VII, the ADEA, FMLA and the ADA, sexual harassment, wrongful discharge, retaliation, whistleblower, federal and state wage and hour laws, state tort claims and restrictive covenant agreements, including non-compete provisions. She also provides day-to-day preventive counseling for employers, defends EEOC and other administrative charges, conducts internal investigations, trains management and supervisors, reviews and drafts employment policies, assesses and implements workplace solutions and defends unemployment compensation claims.

Mrs. Charles-Collins' experience as staff counsel for a multibillion dollar, global international insurance firm makes her well-suited to also handle matters covered by employment practices liability insurance (EPLI).

Mrs. Charles-Collins represents clients in a broad spectrum of industries, including food service, automotive, community management, community associations, healthcare, transportation, information technology, security services, cruise lines, risk management and government contractors.

Mrs. Charles-Collins is very active in her community and has routinely provided pro-bono legal services. She is admitted to practice in the states of Florida and Georgia and the US Virgin Islands.

## **Experience**

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### **Partner Labor & Employment**

**Company Name Smoak, Chistolini & Barnett PLLC**

**Dates Employed Aug 2016 – Present**

**Employment Duration 1 yr 3 mos**

**Location Tampa, Florida**

Trial counsel representing management clients in federal court, developed case management and trial strategy during all phases of litigation from internal complaint to administrative charge through appeal in EEO matters involving, Title VII, ADA, ADEA, FLSA, and FMLA.

- Collaboratively and independently manage situations strategically to avoid employment related disputes or minimize exposure to risk.
- Design and deliver training programs for management, human resources professionals, attorneys and employees.
- Effectively advise C-Level and front-line management, human resources professionals and attorneys regarding employment laws, employee discipline, employment contracts and workplace policies and procedures.
- Negotiate beneficial settlement of claims and lawsuits anticipating the financial impact on the company as a whole.

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**Dispute Resolution Arbitrator**

**Company Name Financial Industry Regulatory Authority (FINRA)**

**Dates Employed Jul 2015 – Present**

**Employment Duration 2 yrs 4 mos**

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**FL Supreme Court Certified Circuit Mediator**

**Company Name Charles-Collins Law, PA**

**Dates Employed Sep 2013 – Present**

**Employment Duration 4 yrs 2 mos**

**Location Miami, Florida**

Facilitate negotiations between parties in civil litigation matters to promote settlement, compromise or understanding.

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**Panel Member - Employment, Commercial & Consumer**

**Company Name American Arbitration Association**

**Dates Employed Oct 2010 – Present**

**Employment Duration 7 yrs 1 mo**

**Location U.S. and Internationally**

- Preside as arbitrator over employment, consumer and commercial disputes.
- Take and analyze witness testimony and documentary evidence.
- Draft legally sound orders based on established legal precedent.

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**Partner - Chair of Labor & Employment Practice**

**Company Name Hamilton Miller & Birthisel**

**Dates Employed Oct 2013 – Aug 2016**

**Employment Duration 2 yrs 11 mos**

**Location Florida and Virgin Islands**

- Trial counsel representing management clients in federal court, developed case management and trial strategy during all phases of litigation from internal complaint to administrative charge through appeal in EEO matters involving, Title VII, ADA, ADEA, FLSA, and FMLA.
- Collaboratively and independently manage situations strategically to avoid employment related disputes or minimize exposure to risk.

- Design and deliver training programs for management, human resources professionals, attorneys and employees.
- Effectively advise C-Level and front-line management, human resources professionals and attorneys regarding employment laws, employee discipline, employment contracts and workplace policies and procedures.
- Negotiate beneficial settlement of claims and lawsuits anticipating the financial impact on the company as a whole.

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### **Instructor for Human Resources Management Certification Program**

**Company Name University of Miami**

**Dates Employed Sep 2014 – Sep 2015**

**Employment Duration 1 yr 1 mo**

**Location Miami, Florida**

- Facilitate Legal and Regulatory Issues and Employment, Planning and Practice Courses

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### **Managing Attorney**

**Company Name Charles-Collins Law, PA**

**Dates Employed Jan 2011 – Sep 2014**

**Employment Duration 3 yrs 9 mos**

**Location Florida and Georgia**

- Lead trial counsel representing management and individual clients in federal and state court and before administrative agencies, in EEO matters such as Title VII, ADA, ADEA, FLSA, FMLA, Wage and Hour and Workers' Compensation and Housing discrimination claims.

- Draft position statements in response to EEOC and local agency charges.
- Drafted and responded to legal memoranda and argued motions, including motions for summary judgment, motions to dismiss, motions in limine and motions to compel.
- Advise clients regarding viability of claims and develop case management, litigation plans and budgets and trial strategy during all phases of litigation from internal complaint through trial and appeal.
- Effectively advise C-Level and front-line management, human resources professionals and attorneys regarding employment laws, employee discipline, employment contracts and workplace policies and procedures.
- Determine appropriateness of litigating or settling claims through analyzing facts, performing complex research, conducting thorough internal and external investigations, and producing detailed investigatory reports for insurance adjusters.
- Draft, review, prosecute and defend contracts, including non-compete, executive employment, settlement, and separation agreements.
- Design and deliver training programs for management, human resources professionals, and employees.
- Negotiate beneficial settlement of claims and lawsuits anticipating the financial impact on the company as a whole.

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## **Senior Human Resources Investigator**

**Company Name Publix Super Markets**

**Dates Employed Sep 2008 – Jan 2013**

**Employment Duration 4 yrs 5 mos**

**Location Atlanta**

- Managed, collaborated with, and provided legal support to in-house and outside attorneys.
- Conducted thorough internal investigations on employment-related complaints from associates in retail stores, corporate offices, distribution centers and manufacturing plants.
- Monitored complaints regarding the discharge resolution process, equal employment opportunity charges, and other administrative and civil litigation matters.
- Created extensive detailed investigatory reports for internal and external legal counsel.
- Drafted position statements in response to EEOC and local agency charges.

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## **Attorney**

**Company Name Helms & Greene, LLC**

**Dates Employed Dec 2003 – Aug 2006**

**Employment Duration 2 yrs 9 mos**

- Lead trial counsel representing management clients in federal and state court and before administrative agencies, in EEO matters such as Title VII, ADA, ADEA, FLSA, FMLA, Wage and Hour and Workers' Compensation.
- Drafted and responded to legal memoranda and argued motions, including motions for summary judgment, motions to dismiss, motions in limine and motions to compel.
- Drafted position statements in response to EEOC and local agency charges.
- Advised clients regarding viability of claims and developed case management, litigation plans and budgets and trial strategy during all phases of litigation from internal complaint through trial and appeal.
- Effectively advised C-Level and front-line management, human resources professionals and attorneys regarding employment laws, employee discipline, employment contracts and workplace policies and procedures.
- Determined appropriateness of litigating or settling claims through analyzing facts, performing complex research, and conducting thorough internal and external investigations.
- Drafted, reviewed, prosecuted and defended contracts, including non-compete, executive employment, settlement, and separation agreements.

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**Employment Litigation Attorney at Douberley & Cicero**

**Company Name Chubb Insurance**

**Dates Employed May 2000 – Dec 2003**

**Employment Duration 3 yrs 8 mos**

Staff Counsel for Chubb Insurance Co.

- Lead trial counsel representing management clients in federal and state court and before administrative agencies, in EEO matters such as Title VII, ADA, ADEA, FLSA, FMLA, Wage and Hour and Workers' Compensation and Housing discrimination claims.
- Advised clients regarding viability of claims and developed case management, litigation plans and budgets and trial strategy during all phases of litigation from internal complaint through trial and appeal.
- Determined appropriateness of litigating or settling claims through analyzing facts, performing complex research, conducting thorough internal and external investigations, and producing detailed

investigatory reports for insurance adjusters.

- Propounded and pursued proactive discovery, including conducting and defending depositions.
- Drafted and responded to legal memoranda and argued motions, including motions for summary judgment, motions to dismiss, motions in limine and motions to compel.
- Drafted position statements in response to EEOC and local agency charges.
- Negotiated beneficial settlement of claims and lawsuits anticipating the financial impact on the company as a whole.

## Education

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### **Golden Gate University, School of Law**

Degree Name JD

Field Of Study Law

Dates attended or expected graduation 1993 – 1995

Activities and Societies: Certificate of Specialization in Litigation Keynote Speaker - Public Interest Law Graduation Moot Court Board

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### **American Arbitration Association**

Field Of Study Abitrator Certification Training

Dates attended or expected graduation 2010 – 2010

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**Justice Center of Atlanta**

Degree Name Mediator Certification

Field Of Study Mediation

Dates attended or expected graduation 2007 – 2007

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**Johnson & Wales University**

Degree Name MBA

Field Of Study International Business Management

Dates attended or expected graduation 1990 – 1992

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**Johnson and Wales University**

Degree Name B.S.

Field Of Study Marketing and Retail Management

Dates attended or expected graduation 1986 – 1990