**MISTI KIEMSTEADT**

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Professional Summary

I have 13 years of experience in Human Resources and Administration

 Budgeting and Forecasting

 Interpersonal and Communication Skills

 Project planning and development

 Process Development, Improvement, and Implementation

 Organizational Skills

 Proficient in **ICIMS, PayCom, ADP, PeopleSoft, PeopleNet, UltiPro**

Work Experience

**HUMAN RESOURCE DIRECTOR – Liberty County Sheriff Department - 12/2019 – 6/2020**

 Responsible for new applicant process, new hires and general orientation, maintaining and organization of all employee records.

 Screening and interviewing applicants and making recommendations regarding hiring.

 Responsible for conducting training, in-servicing per Federal and State regulations and corporate policy.

 Ensure that policies are communicated, and understood.

 Responsible for time keeping systems, labor management and payroll for 137 employees.

 Performance management. Counseling / coaching employees. Consult with managers concerning sensitive employee

relation matters.

 Building and maintaining a positive relationship with employees and management.

 Benefit administration.

 Oversee all employee separation notices and conducts all exit interviews

 Employee development and recruiting

**HUMAN RESOURCE COORDINATOR – BRENHAM NURSING AND REHABILITATION –**

**11/1/2013 - 3/31/2020**

 Responsible for new applicant process, new hires and general orientation, maintaining and organization of all employee records.

 Screening and interviewing applicants and making recommendations regarding hiring.

 Responsible for conducting training, in-servicing per Federal and State regulations and corporate policy.

 Ensure that policies are communicated, and understood.

 Responsible for time keeping systems, labor management and payroll for 137 employees.

 Performance management. Counseling / coaching employees. Consult with managers concerning sensitive employee

relation matters.

 Building and maintaining a positive relationship with employees and management.

 Benefit administration.

 Oversee all employee separation notices and conducts all exit interviews

 Employee development and recruiting.

**HUMAN RESOURCE COORDINATOR -KRUSE MEMORIAL LUTHERAN VILLAGE –**

**6/2008 TO 10/31/2013**

 Responsible for new applicant process, new hires and general orientation.

 Screening and interviewing applicants and making recommendations regarding hiring, counseling and coaching employees

at all levels.

 Responsible for conducting training per Federal and State regulations and corporate policy.

 Ensure that policies are communicated, understood and adhered to.

 Responsible for time keeping systems, labor management and payroll for 120 employees.

 Perform miscellaneous duties as needed and required

**THERAPEUTIC RECREATI ON SPECIALIST – KRUSE MEMORIAL LUTHERAN VILLAGE - 5/2006 – 6/2008**

 Responsible for organizing individual and group activities based on the needs of the residents.

 Brought forth a balance of recreational activities including physical, social, religious, arts and crafts, both diversional and intellectual for high and low functioning residents.

 Prepare monthly newsletter and calendar for residents and their families.

 Recruited, orientated and supervised the volunteer program for the facility.

 Responsible for maintaining expenses in accordance with current budget

**BRENHAM STATE SCHOOL – ACCOUNTS PAYABLE - 2/2002 - 5/2006**.

• Responsible for accounts payable for Corpus Christi State School.

• Reconciliation of vendor aging statements.

• Processed credit claims filed.

• Vendor setup in AP system