**Kimberley Rochelle Novotny** Near 580/680 interchange inDublin, CA

Available to start ASAP.

925.683.3255

kim@novotny.org

https://www.linkedin.com/in/kimnovotny

**OBJECTIVE:**

My professional talents and skills blossomed under the disciplines of Industrial Design, User Experience, and Human Resources. I am strategy focused, balancing business and people with empathy and feasibility. My desire is to be a powerful business partner by enabling growth and profitability through reducing pinch points and creating strong brands. The ideal industries I am best suited for would be a creative, technology, or agricultural company in that order. SHRM certification set for December 2024.

**SOFTWARE EXPERIENCE:**

* Microsoft:

Excel/ Word/ PowerPoint/ Outlook

* Adobe:

Illustrator/Photoshop/InDesign

* WebStorm
* Paychex

# PROFESSIONAL EXPERIENCE:

**User Experience and Human Resources Generalist** Feb. 2020 – May 2024

*HvH Specialty Growers*

* Payroll processor
* Maintained physical and digital files for employees and their documents, including benefits, attendance records, and annual reviews.
* Developed official internal documents such as offer letters, salary adjustments, updates to the employee handbook, leave of absences, and warning/termination letters.
* Designed templates for HR documents, including the Employee Handbook.
* Can differentiate local, state, and federal laws to current internal policies and procedures.
* Oversaw the hiring and onboarding process for new company employees.
* Developed onboarding and training segments for newly hired employees on HR policies, internal procedures, and regulations.
* Additional tasks and projects provided on an as needed basis.

 **Achievements and Recognition:**

* Noted for my time management and attention to detail.
* Certifications and Trainings Completed:
* Certificate Program for HR Generalists, Certificate Program for HR Leadership, ADA Compliance, FMLA Compliance, COBRA Training + more

**User Experience** Feb. 2018 – May 2024

*Tabletop Alchemist*

* Solidified Branding and Identity of Company.
* Completed extensive research consisting of competition, customers, and need for clients proposed products.
* Created storyboards and personas as per users, and incorporated them into design decisions, resulting in an improved and significant design creation.
* Built multi page website in WIX from scratch with ecommerce capabilities when the company scales up.
* Additional tasks and projects provided on an as needed basis.

 **Achievements and Recognition:**

* My work opened up business opportunities that were not offered to our competitors.

**Co-Founder/ UX Co-Founder/ UX** Jul 2017 - Jan 2018

*Start up: branding and identity not finalized (defunct*)

* Company born from a uniquely built program that would redefine the user experience when working with specific industry data.

**Administrative Assistant** Apr. 2017 – Oct. 2017

* + - * 1. *Local 16*
* Assisted with data entry crucial to payroll process.
* Gathered, entered and maintained confidentiality of I.A.T.S.E. member records in

compliance with the Health Insurance Portability and Accountability Act (HIPAA),

Homeland Security Act (HSA), Personal Information, Personally Identifying

Information (PII), or Sensitive Personal Information (SPI).

* Provided receptionist/ front desk coverage.
* Additional tasks and projects provided on an as needed basis.

 **Achievements and Recognition:**

* Noted for my time management and attention to detail

**Temporary Assistant/ Front Desk Coordinator** Feb. 2017 – Apr. 2017

*Robert Half – I.A.T.S.E Local 16*

* Provided receptionist/ front desk coverage.
* Additional tasks and projects provided on an as needed basis.

**Achievements and Recognition:**

* Noted for my time management and attention to detail.

**Senior Administrative Assistant**  Oct. 2016 – Jan. 2017

*Robert Half – W20*

* Managed calendars and travel arrangements for two Group Directors and one Managing Director.
* Processed internal/ external meeting expenses and reimbursements.
* Provided receptionist/ front desk coverage as needed.
* Additional tasks and projects provided on an as needed basis.

**Achievements and Recognition:**

* Set-up a cheat sheet for internal employees to access and network from.
* Created multiple quick and easy templates for the Executive Assistant team to use.
* Designed and proposed an easy system for the Executive Assistant team to store and share support information securely.
* Provided new insights of research and user behavior while assisting with a data gathering project.

**Enrollment Processor** Sep. 2015 – Oct. 2016

*Art Institute of California – San Francisco*

* Enters and Maintains confidentiality of student records in compliance with the Family Education/Rights and Privacy Act (FERPA)
* Evaluates all new applicant documentation, ensuring meeting or exceeding current State and Federal compliance regulations for both database and paper filing systems
* Assisting with specialized and hourly reports for the Admissions department
* Providing receptionist coverage as needed
* Additional tasks and projects provided on an as needed basis

 **Achievements and Recognition:**

* Well known for my dedication to detail, accuracy, and organization of data and reports
* Redesigned several daily used forms and reports for all users and departments (UX focused)
* Created signs and flyers for campus events

**Receptionist** Sep. 2014 – Sep. 2015

*Art Institute of California – San Francisco*

* Answered main phone, directed guests and packages to the appropriate people and places
* Prepared numerous hourly, daily, weekly and class start reports for the Admissions team and Admissions Committee in a timely and professional manner.
* Assisted in Admissions and HR Audits.
* Called prospective students to confirm appointment set with admissions staff

**Achievements and Recognition:**

* Had all 75+ January transcripts in and processed within a week after start date
* Always puts in extra effort to make reports clean and user friendly

**Campus Admissions Representative** Jun. 2014 – Sep. 2014

*Robert Half - Art Institute of California – San Francisco*

* Warm called potential student inquiries for the Art Institute of California San Francisco
* Prescreened potential candidates by finding educational interests and career goals
* Set appointments with candidates to meet with Assistant Directors of Admissions

**EDUCATION:**

Monte Vista High School

* **High School Diploma**

Art Institute of California – San Francisco, Graphic and Web Design B.A.

Academy of Art University, Industrial Design B.S.

Art Institute of Colorado, Industrial Design B.A.

* **Some college**