

KENZIE LEAS, PHR



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PROFESSIONAL EXPERIENCE

PLANT WITH PURPOSE | San Diego | Jan 2013 - Current

HR SPECIALIST | HR administrator for \$4m international development organization

- > Spearhead People programs targeted at Diversity & Inclusion, increasing engagement, and wellness
- > Ensure compliance with employment laws and stay current on HR regulation and workplace trends
- > Strengthen global policies in collaboration with Internal Affairs Committee of the Board of Directors
- > Sourced, screened, conducted 200+ interviews, evaluated, hired, and onboarded 80+ individuals
- > Launched first international fellowship program and supported, trained, and evaluated fellows
- > Researched and implemented BambooHR as company's first HRIS and ATS
- > Administer benefit plans and transitioned brokers to enrich benefits package for expanding team
- > Redesigned interviewing, new-hire orientation/onboarding, and performance management systems
- > Curated Careers, Team, Internship, and Fellowship web pages, promo materials, and employer brand
- > Developed infrastructure for intern alumni to engage as advocates, networkers, volunteers, and donors

ADMIN + INTERNSHIP COORDINATOR

- > Expanded internship program from 1 position to 7 interns each season, conducted performance evaluations, and hosted professional development training seminars for each cohort of interns
- > Managed CRM by tracking and reporting donor data, funding trends, and communications
- > Executed event logistics, represented organization at community events, and managed volunteers

UNITED WAY | San Diego | Aug - Nov 2012

COMMUNITY ENGAGEMENT REPRESENTATIVE | seasonal account manager for \$15m nonprofit

- > Managed 50+ corporate and nonprofit client accounts
- > Provided speaking opportunities, guidance, and strategy meetings to achieve corporate giving goals
- > Conducted research designed to understand and increase client and donor engagement
- > Coordinated entertainment, volunteers, and presentations for campaign training events



EDUCATION

PROFESSIONAL IN HUMAN RESOURCES CERTIFICATE | HRCI | 2017

HUMAN RESOURCES CERTIFICATE | NMS | 2013

BS PUBLIC AFFAIRS | INDIANA UNIVERSITY | School of Public + Environmental Affairs | 2012

- > Major: Nonprofit Management | Certificate: Kelley School of Business | Minor: Spanish
- > Language + Culture Study Abroad | UNIVERSIDAD DE SEVILLA | 2011



TECHNICAL SKILLS

HRIS BambooHR, EaseCentral, ADP Resource

COMMUNICATIONS WordPress, Constant Contact, InDesign, Prezi, eTapestry, Bloomerang

LANGUAGE Conversational Spanish