

# MEG KARNISH

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## SUMMARY

Human Resources professional with comprehensive experience, including employee relations, recruitment and retention, policy development, performance management, and benefits administration. Proven ability to deliver excellence in complex organizational environments in professional services and retail industries. Combines human resources expertise, management experience, and highly proficient problem-solving skills to build consistency, improve processes, and create and enhance a thriving culture. Known for high level of integrity and professionalism with confidential matters, creating extraordinary employee experiences, and building excellence in the workplace.

## SKILLS

Employee Relations | Employment Law & Compliance | Recruitment & Onboarding | Benefits & Leave Administration | Policy Implementation | Employee Engagement | Performance Management | Training & Development | Payroll Processing

## EXPERIENCE

Critical Role, Burbank, CA

June 2022 - present

### **Human Resources Manager**

- Collaborates with executive leadership team to define the organizations long term mission and goals; identifies ways to support this mission through talent development
- Designs and implements employee experience strategies (including learning and development, onboarding and performance management strategies) to drive employee engagement and retention
- Acts as a Critical Role cultural ambassador - advocates for and upholds the company's values and practices to ensure that corporate culture remains a competitive advantage for our business
- Supports the organization through ongoing cycles, such as open enrollment and annual reviews, and executes all company wide HR programs
- Owns and executes the initiatives that ensure new hires are successfully integrated into the team, as it relates to onboarding, learning and development, and employee engagement
- Answers day-to-day inquiries regarding benefits, payroll, policies and procedures, leaves of absence and various other HR issues
- Ensures compliance with all federal, state, and local employment and benefits laws / regulations
- Maintains employee handbook and creates / updates policies, as needed
- Processes multi-state payroll for 60+ employees, utilizing Paycor software

Beecan Health, Glendale, CA

January 2021 - May 2022

### **People (Human Resources) Manager**

- Leveraged broad scope of industry knowledge toward directing daily operations for the Human Resources Department, including oversight and mentorship of two HR Generalists
- Conducted thorough and objective investigations and resolves employee relations issues
- Partnered with facility leadership on all HR matters including employee relations, wage and hour compliance, and performance management
- Created policies and standardized processes for adoption across the company of 2,000+ staff members
- Worked with the internal team to implement new software including OnShift (ATS/Time/Scheduling), Paycor (HRIS/Payroll), Ascent Matrix (leave management) and to train staff on its usage
- Collaborated with VP of HR and other key leaders on the development of programs to drive engagement and retention
- Managed benefits administration encompassing staff assistance, change reporting, auditing for enrollments/deductions, and communicating benefits information to employees
- Proactively addressed key issues while overseeing performance management processes for corporate-level staff
- Ensured compliance with all federal, state, and local employment and benefits laws / regulations

Kilroy Realty Corporation, Los Angeles, CA  
**Senior Human Resources Generalist**

August 2019 - January 2021

- Drove recruitment process by posting open positions, screening candidates, and scheduling in-person interviews, collecting and filing feedback, and requesting internal approvals to hire
- Collaborated with hiring managers to identify staffing needs and craft job descriptions
- Managed onboarding process for all new hires
- Managed the company's affirmative action plan and maintained AAP applicant tracking logs
- Maintained and kept up to date records for all HR reporting documents and records for 250+ employees

Stambaugh Ness, York PA  
**Human Resources Manager**

March 2015 - July 2019

- Promoted from Internal Staff Accountant (2015-2017) to HR Generalist (2017-2019) to HR Manager (2019-2019)
- Managed and drove recruitment and onboarding for new employees, as well as offboarding process for terminated employees (including conducting exit interviews)
- Collaborated with managers to create job descriptions for new positions and to make strategic decisions about attracting talent
- Safeguarded the firm by maintaining compliance with all federal, state, and local employment and benefits laws / regulations
- Managed benefits administration encompassing claims resolution, change reporting, approving invoices for payment, and communicating benefits information to employees
- Administered and managed leave programs
- Investigated and resolved employee relations issues and provided summary of decisions / recommendations to Chief People & Culture Officer
- Collaborated with Chief People & Culture Officer on the development of programs to drive employee engagement and retention, including the implementation of Stay Interviews
- Proactively addressed key issues while overseeing performance management processes
- Processed multi-state payroll for 100+ employees, utilizing Paytime and ADP

**EDUCATION & CREDENTIALS**

Bachelor of Arts in Psychology, *Pennsylvania State University*  
Stay Interview Manager Certification, *Finnegan Institute*

**COMPUTER SKILLS**

Microsoft Office Suite, Oracle, OnShift, ADP, Gusto, Paycor, Ascent Matrix (leave management), Deltek Vision, Deltek Talent Management, Social Media (LinkedIn, Facebook, Instagram), Quickbooks, Paytime, Web Conferencing Software (Zoom, Skype, WebEx, Microsoft Teams), Online Research Databases