

**Karin A. French, PHR**  
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➤ **PROFESSIONAL EXPERIENCE:**

**InteliSecure Inc**, Greenwood Village, CO (October 2018-Present)

Human Resource Manager, PHR

- Administer compensation, benefits and performance management systems.
- Lead in an environment of constant change.
- Process bi-weekly payroll.
- Policy development, documentation and implementation.
- Oversee employment law compliance, both state and federal.
- Manage benefits administration, including leaves of absence and FMLA.
- Manage annual employee performance review and compliance.
- Provide employee relations guideline to employees and managers.
- Manage employee life-cycle: recruiting, hiring, on-boarding and off-boarding.
- Update and maintain HR policies and Employee Hand Book
- Plan and execute employee moral events.
- Responsible for COBRA administration.

**Laws Whiskey House**, Denver, CO (March 2012-June 2017)

Human Resource Manager, PHR

- Administered 401(k) plan and AFLAC benefits.
- Processed and recorded all Workman's Compensation claims.
- Participated in and recorded all employee relations situations.
- Recruited, hired and on-boarded 20+ employees.
- Designed and implemented all processes in the HR function.
- Facilitated all daily human resource duties and interactions.
- Supervised six Brand Ambassadors, the tasting room and all aspects of the distillery tours.
- Managed one Social Media Coordinator and one Marketing/Advertising Coordinator.
- Booked and coordinated all internal and external events, tastings and conferences.
- Planned all company parties, morale events and company meetings.

**Blender Products, Inc**, Denver, CO (March 2012-September 2013)

Human Resources Administrator

- Administered 401(k) plan and health benefits.
- Processed and recorded all Workman's Compensation claims.
- Managed and filed all unemployment claims.
- Participated and recorded all employee relations situations.
- Assisted in bi-weekly payroll run.
- Managed and updated all employee status changes and updates.
- Managed all daily office functions.
- Placed all custom orders for our CMM business.
- Recouped over \$200K in outstanding AR.
- Planned all company parties, morale events and safety training meetings.

**Regnier & Associates**, Aurora, CO (August 2008-August 2010)

Project Administrator-Contract Position

- Planned and participated in Public Meetings and Hearings for proposed RTD light rail expansion and other construction projects and updating client websites.
- Communicated effectively with team members, government officials, agencies and the affected community through newsletters, fliers and emails to keep everyone posted of the schedule, upcoming meetings and proposed changes.
- Conducted outreach via one on one meetings with property and business owners, phone calls and email.

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- Created and maintained multiple databases, including working with a project management database.

**Microsoft Corporation**, Redmond, WA (June 1999-October 2002)

Administrative Assistant:

- Provide daily support for General Manager and team of 450 employees, including daily support for one Product Unit/Manager.
- Oversee and manage 6-person Administrative team, plus 2 PC/hardware support team.
- Track and manage a \$100+ million budget for Division, including contracts, lab spend, morale events, hardware equipment, software and reference materials.
- Plan and oversee numerous morale events from the functional level to the divisional level.
- Manage and track all headcount, including opening job requisitions and personnel status changes.
- Coordinate all new hire set ups, including hardware and office space.
- Human Resource, Recruiting and Finance liaison to group.
- Create and update our internal web pages for projects, recruiting, and status reports.

**Humongous/Cavedog Entertainment**, Woodinville, WA. (October 1997- June 1998)

Benefits Administrator/Human Resources Assistant:

- Administer medical benefits, life insurance, and Company 401 (k) plans.
- Presented the New Employee Orientation weekly.
- Managed all headcount transactions for entire company.
- Screen incoming resumes and route to appropriate hiring manager.
- Track performance reviews, promotions and salary increases.
- Process all employee changes and forward to payroll.
- Set up and maintain Human Resource Information System database and spreadsheets.
- Run monthly reports for senior management and corporate executives.

**BFGoodrich Aerospace**, Everett, WA. (August 1996 – October 1997)

Human Resources/Communications Assistant:

- Designed and implemented the orientation process for the HR group.
- Launched and managed the company store.
- Event planner for large company functions.
- Distribution and organization of employee service awards.
- Responsible for selecting, interviewing and hiring of candidates.
- Staff Writer/Editor for weekly, monthly and quarterly publications.

➤ **COMPUTER SKILLS:** Windows XP, Office XP, Social Media and QuickBooks.

➤ **EDUCATION:** **State University Global Campus**-Certification in Professional Human Resource Manager (PHR)  
**Colorado State University**-Fort Collins, Colorado, Bachelor of Arts Degree, History.  
Graduated August 1995: Cum Laude, GPA 3.5

➤ **COMMUNITY INVOLVEMENT:**

- Board Member at the Schlessman Family YMCA and Co-Chair for the YMCA's annual Strong Kids Campaign.
- Volunteer at Slavens School and member of the PTA. Golf Tournament Chair-four years.
- Volunteer for United Way Giving Campaign for three years in Washington.
- Volunteer for United Way's Woman to Woman program.
- Habitat for Humanity volunteer.
- Meals on Wheels volunteer.