

Krystle Dianna Kaye, SPHR

Senior Human Resources Professional with more than a decade of leadership experience and a passion for people.

Education

Masters of Art History

Oklahoma State University, 2014

Bachelors of Studio Art

Oklahoma City University, Magna cum laude, 2009

Additional Post-Degree Courses

Human Resources Management, The IRS Form 990, Fundraising and Development, Macroeconomics, Financial Accounting, Managerial Accounting

Work Experience

Human Resources Generalist

Petra Industries, Edmond | March 2022 - Present

- Organize, manage, supervise, and initiate a wide variety of HR functions, activities, and projects across the spectrum of human resources
- Handle day-to-day employee issues relating to performance, payroll, PTO, policies, benefits, record keeping, unemployment, and more
- Organize and implement employee engagement events

Notable Accomplishments: In collaboration with the HR Director, revitalized the HR department after a 4-month vacancy of the department. Implemented a new monthly newsletter to increase communication. Overhauled the employee file-keeping method to digitize and organize all records. Introduced new monthly employee engagement events.

Executive Director

Oklahoma Visual Arts Coalition, OKC | June 2017 - March 2022

- Lead and managed all aspects of the statewide nonprofit
- Worked closely with the Board of Directors to implement strategic goals
- Cultivated and grew partnerships with other organizations around the state
- Wrote and managed the annual budget
- Served as head of Human Resources through managing, developing, and evaluating all staff
- Served as Editor for Art Focus Oklahoma Magazine

Notable Accomplishments: Launched the new Thrive Grants program in partnership with The Andy Warhol Foundation for the Visual Arts awarding \$60,000 to artists annually. Created a new program in response to the pandemic, the OK Art Crawl, that saw 2,500 visitors in one weekend and generated more than \$25,000 in art sales for participating artists. Created a new Arts Administration Internship program that is the first in the state to offer both a cash stipend and training curriculum. Launched a new website and oversaw the migration to a new donor database. Created and implemented an employee handbook and policies.

Exhibitions Director

108|Contemporary, Tulsa | August 2014 - June 2017

- Served as Interim Executive Director from 11/2014 - 1/2015 and 9/2015 - 3/2016
- Oversaw and managed all exhibitions and programs
- Created and managed exhibition and program budgets, and co-wrote and co-managed the annual budget
- Hired, onboarded, managed, developed, and evaluated all staff
- Managed and evaluated all programs, including exhibitions and outreach
- Cultivated and grew partnerships with other organizations
- Coordinated all print material including but not limited to postcards, catalogues, and annual brochure



Get in touch!

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Skills

Leadership

Strategic planning, budget development and oversight, collaboration, employee management

Human Resources

Management of employee lifecycle; conflict resolution; coaching; benefits & payroll processing; compliance; labor laws; workers comp; unemployment; garnishments

Arts Administration

Program development and evaluation, exhibition management

Development

Grant writing, fundraising, donor relations

Project Management

Air Table, Asana, Slack, Todoist

Software

Dayforce HCM, Canva, InDesign, Microsoft Office, Quickbooks, Photoshop, Donor Perfect, Filemaker Pro, Kindful CRM - aptitude to learn new systems quickly!

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HR Professional, Leader, and Community Builder

Work Experience, Cont.

Notable Accomplishments: Oversaw the completion and installation of The Unbearable Absence of Landscape with artist Romy Owens, the largest knit-bombing project in the region at nearly 4,000 square feet and the only conceptual knit-bomb to date. Launched the new Craft Kits program that provided educational, hands-on art kits with supplemental curriculum.

Teaching & Research Assistant

Oklahoma State University, Stillwater | August 2012 - August 2014

- Researched and wrote about objects from the OSUMA permanent collection
- Accessioned new objects and entered them into the database
- Assisted in the installation of exhibitions
- Gave lectures, met with students, and evaluated assignments

Notable Accomplishments: Was a part of the team that opened the new OSU Museum of Art. Worked as a curatorial assistant on the first two exhibitions, incorporating supplemental education guides through the use of QR codes and extended labels.

Artist Support Study Project Manager

Cultural Development Corporation of Central Oklahoma, OKC | January 2012 - August 2012

- Worked with co-chairs and consultants to implement the Artist Support Study from the Strategies for Tomorrow Cultural Plan of 2010
- Organized focus groups consisting of artists from different disciplines and cultures to meet with the consultants
- Hosted the consultants during each of their three visits and transported them to all of the focus groups
- Coordinated the planning of the Findings Presentation event
- Created a web site and continually updated it with current information

Note: This was an 8-month contract position for the duration of the Artist Support Study.

Service Manager

TGI Fridays, Tricorp | January 2007 - August 2012

- Hired as a Server and was promoted to Bartender and Lead Coach, and again to Service Manager
- As Lead Coach, I worked with our HR Director and the other 11 locations to implement the training curriculum in all front of house and back of house departments, ensured we hit all of our sales goals, and that all employees were meeting our high-level customer service metrics.
- As Service Manager, I managed the hiring, development, and performance of all of the Service and Host staff as well as the the training program for all front of house staff. This included the roll out of new menus quarterly and the implementation of a new training program. Conducted all trainings which included sexual harassment, food handling, alcohol handling, and customer service.

Notable Accomplishments: Our location, out of 12, was always a top performer in metrics including turnover, sales, and customer service. Implemented a new training and performance program that included involving all employees in sales performance and goals, and incentivized Coaches to improve the performance of their teams through monthly bonuses.

Professional Development & Recognition

ConquerHR Bootcamp, ConquerHR, 2022

Nonprofit Management Certification, Professional, Oklahoma Center for Nonprofits, 2021

Leadership Arts, Class X, Oklahoma Arts Council, 2017

Mentorship Award, Third Floor, The University of Tulsa, 2017

NextGen Under 30 Awards, The Arts, ION Oklahoma, 2016

Nonprofit Management Certification, Fundamental, Oklahoma Center for Nonprofits, 2016

neXtTulsa, Nonprofit Executive Leadership Training, United Way of Tulsa, 2016

Standards for Excellence, Oklahoma Center for Nonprofits, 2015

Oklahoma Art Writing & Curatorial Fellowship, Oklahoma Visual Arts Coalition, 2015

Emerging Curator, Momentum, Oklahoma Visual Arts Coalition, 2013

Certification

Senior Professional in Human Resources, Human Resources Certificate Institute, 2022