

Krystle Dianna Kaye, SPHR

Senior Human Resources Professional with more than a decade of leadership experience and a passion for people and equity.
405-816-6982 | krystledkaye@gmail.com

Education

Masters of Art History, Oklahoma State University

Bachelors of Art, Magna Cum Laude, Oklahoma City University

Additional Post-Degree Courses, Human Resources Management, The IRS Form 990, Fundraising and Development, Macroeconomics, Financial Accounting, Managerial Accounting

Experience

Director of Human Resources & Diversity

Oklahoma City Ballet, OKC | September 2022 - Present

- Manage all aspects of Human Resources including the employee lifecycle, conflict resolution, coaching managers, benefits, unemployment, garnishments, employee appreciation and engagement, and more
- Lead the organization's diversity efforts and chair the IDEA (Inclusion, Diversity, Equity, and Access) Committee

Human Resources Generalist

Petra Industries, Edmond | March 2022 - September 2022

- 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

Executive Director

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

- 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
- Wrote grants and fundraised to meet budgetary goals
- Managed, developed, and evaluated all staff and programs
- Served as Editor for Art Focus Oklahoma Magazine
- Launched the new Thrive Grants program in partnership with The Andy Warhol Foundation for the Visual Arts awarding \$60,000 to artists annually

Adjunct Professor

Oklahoma State University, OKC | January 2018 - December 2022

- Developed course syllabus and requirements to meet academic goals
- Provided differentiated instruction to ensure student learning and engagement
- Moderated online discussion boards and provided assessment through an array of assignments and projects

Managing Director

108|Contemporary, Tulsa | August 2014 - June 2017

- Oversaw and managed all exhibitions and programs
- Created and managed exhibition and program budgets
- Managed, developed, and evaluated all staff and programs
- Researched and wrote grants, including applicable reporting and stewardship
- Cultivated and grew partnerships with other organizations
- Coordinated all marketing efforts including all print material, social media, press releases, and media spots on tv and radio
- Served as Interim Executive Director from 11/2014 - 1/2015 and 9/2015 - 3/2016

Follow Me

Website:

krystlekaye.com

LinkedIn:

linkedin.com/in/krystle-kaye

Facebook:

facebook.com/krystlekaye

Instagram:

@krystledkaye

About Me

I thrive in leading new initiatives as well as growing and innovating existing programs. I get excited about building partnerships that enrich our community. In CliftonStrengths, my top strengths include Achiever, Futuristic, and Strategic--I love to think strategically about the future, but I'm also an implementer that likes rolling up my sleeves and getting the work done. In my free time I enjoy volunteering for fellow nonprofits, supporting local businesses in OKC's many districts, or spending the weekend in one of our amazing state parks!

Skills

Leadership

Employee management & development, strategic planning, collaboration, effective communication, strategic planning

Nonprofit Administration

Program development and evaluation, committee and board management, grant review and distribution

Financial & Development

Budget development and oversight, financial reporting, grant writing, fundraising, donor relations

Human Resources

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

Software

Dayforce HCM, Canva, InDesign, Microsoft Office, Quickbooks, Paycom, 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.

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
- Was a part of the team that opened the new OSU Museum of Art

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
- 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.

Professional Development & Recognition

Emerge HR, Oklahoma City Human Resources Society, Mentor, 2023

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

Committees & Organizations

2023 - Present Oklahoma City Human Resources Society, Diversity Council, Member

2022 - Present Oklahoma City Human Resources Society, Member

2021 Opening Night Mural Committee, Co-Chair, Arts Council of OKC

2021 Artistic Innovations Grant Review Committee, Mid-America Arts Alliance

2017 - 2020 Festival of the Arts, Creation Station & Sculpture Garden Committee, Co-Chair, Arts Council of OKC

2017 - 2020 Board Member and President, Lean In Oklahoma

2012 - 2016 Member, served as President for 2016, FRINGE

Certification

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