

BRIANNE KELLY

EXPERIENCE

Employee Relations Consultant

JCPS / July 2024- Current / Louisville, KY

- Consult with supervisors at 60+ locations across the school district on the implementation of board policies and practices and collective bargaining agreements.
- Ensured district compliance with state background check requirements by reviewing criminal records checks and child abuse and neglect checks.
- Ran daily reports for matches in the National Association of State Directors of Teacher Education and Certification clearinghouse to ensure the protection of all students.
- Performs and promotes all activities in compliance with equal employment and nondiscrimination policies of the Jefferson County Board of Education.
- Develop and implement employee engagement strategies to enhance workplace culture.
- Conducted monthly grievance hearings, ensuring compliance with school board policies, procedures, and labor laws.

Human Resource Assistant

JCPS / January 2022-July 2024 / Louisville, KY

- Collaborated with location supervisors to identify vacant positions; posted positions based on programmatic needs, district allocations, and state/federal requirements.
- Tracked and screened applications following board procedures and policies.
- Validated applicant references and communicated with previous employers to qualify capabilities and verify work history.
- Implement and advise hiring managers on district equal employment and nondiscrimination policies.
- Planned department-wide annual events for 50-100 employees focusing on employee belonging.
- Assisted with tracking and reporting of department recruitment and hiring of diverse employees.
- Used in-depth knowledge of company Applicant Tracking Systems (ATS), Applitrack.
- Participated and promoted job fairs and other district recruitment events.
- Researched and compiled documentation to assist with union grievances.

HR Administrative Assistant

JCPS / July 2019-January 2022 / Louisville, KY

- Collaborated yearly with payroll, benefits, and principals to ensure onboarding of 200+ new hires yearly.
- Received, sorted, filed, and archived various confidential personnel records while maintaining strict confidentiality.
- Inputted weekly data updates for internal and external stakeholders, making sure all parties were up to date and informed on vacancies and new hire status for public data presentations.
- Coordinated contract signing meetings for classified and certified employees.
- Made accurate and complete job postings in compliance with Kentucky Education Placement rules and HR policies and procedures.
- Communicated with exiting employees by gathering feedback in order to process resignations.
- Successfully managed 20+ inbound employee requests per day.
- Reconciled and audited credit card statements for recruitment trip expense reports.
- Wrote salary verification letters on behalf of HR specialist that clarified salary offers for new hires at 48 JCPS locations.

EDUCATION

B.A. Electronic Media & Broadcasting, Northern Kentucky University, Highland Heights, KY

PREVIOUS EMPLOYMENT

Rainbow Shops - Sales Associate | Walgreens - Beauty Advisor | Sodexo - Jewish Hospital Nutrition Associate | Omni Hotel - Hostess/Server | Dasha Barbour - Hostess

PROFESSIONAL ORGANIZATIONS

Louisville Urban League Young Professionals | Young Professional Association of Louisville | Junior League of Louisville

VOLUNTEERISM

Louisville Asset Building Coalition | Louisville Film Society | Gilda's Club of KY | Change Today Change Tomorrow