

KELLY M. KHAN

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Allen, Texas 75013

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Dear respected Qalam team,

Thank you for taking the time to read through my resume and cover letter; I would like to take this opportunity to introduce myself. As demonstrated in my resume, I have many years of experience working for Caterpillar in the field of Human Resources, most recently in 2012. With that said, I have spent the last 11 years raising a family and was lucky enough to live abroad when my husband was sent overseas to work in Dubai. Our family now resides in the Dallas area, and I am actively seeking an opportunity to return to the workforce, ideally within the field of Human Resources. I was excited to learn that Qalam is recruiting for a part time Human Resources Specialist. I am very eager to learn more about the opportunity as I am confident it would be a great fit both personally and professionally!

While I have not been traditionally employed for the last 11 years, I have been involved in many volunteer opportunities. Within the school system I have held the position of room mom year after year and offer my support and assistance at school events and within the PTA regularly. I currently hold the position of Director of Programs for the Mary Evans PTA. Outside of school I have volunteered my time as Girl Scouts leader, weekend school Islamic Teacher, MAS ITKAN FLL Innovation Leader and Destination Imagination Manager along with other volunteer opportunities within my local community and mosque. I am excited to put my skills and capabilities to good use once again in the field of Human Resources.

Thank you for your consideration for the position of Human Resources Specialist at Qalam. I look forward to discussing my background and work experience with you in more detail. Please do not hesitate to contact me any time at 615-979-9541.

Best Regards,
Kelly Khan

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An enthusiastic, ambitious, and motivated individual who aspires to return to the workforce and resume learning and developing within the field of Human Resources.

WORK EXPERIENCE

Recent Accomplishments

Illinois, Dubai, Tennessee, Texas (June 2012 – Current)

- Provide love, support, guidance and care for a family of six.
- Room mom for 8+ years for multiple classrooms. Work closely with teachers to provide help as needed.
- Girl Scouts Leader (2021/2022) – Led a troop of 12 first grade students at Edmonson Elementary, Tennessee. Organized and facilitated a monthly event for the troop that was fun, engaging and in line with the values/goals of the Girl Scouts of America.
- Destination Imagination Leader (2022/2023 & 2023/2024 school years) – Led a group of five elementary age students at Mary Evans Elementary, Texas. Organized and facilitated weekly meetings to plan, prepare and practice for the annual Destination Imagination Competition. Attended and competed in the 2023 & 2024 competition with great success.
- MAS FLL Innovation Coach (2023/2024) – Led a group of students in the research and innovation portion of the Itkan MAS Robotics team with great success. Team advanced to 2024 State competition.
- Weekend School Teacher – facilitated and taught lower elementary weekend school classes including online learning during COVID quarantine for Islamic Center of Williamson County.
- Director of Programs – Mary Evans PTA (2023/2024) – plan and organize programs through local vendors for the student body at Mary Evans. Hold a voting position on the board of directors; contribute to all projects and events held by the PTA.

Caterpillar Inc. - Contractor

Peoria/Morton, IL (October 2010 – June 2012)

Human Resources Representative (Contract) - Morton, Illinois

- Developed and maintained Human Resources policies ensuring compliance with labor laws and corporate policies for both employees as well as managers. Maintained employee records, administered and processed new hire benefits and payroll paperwork.
- Responsible for managing the calculation and administration of STIP (bonus) payments for all distribution employees worldwide; worked closely with local payroll personnel to ensure accurate and timely payments in each location.
- Worked within the PeopleSoft database, ensuring quality input and timely updates for payroll purposes including analyzing and summarizing PeopleSoft reports.
- Assisted with recruitment responsibilities within the department, facilitating interviews and Targeted Selection for potential candidates.

Bucyrus Integration Representative/Administration (Contract) - Peoria, Illinois

- Worked closely with the Marketing, Sales, and Humans Resources team leads.
- Assisted the Bucyrus Integration Team in many capacities including administration, travel preparations, scheduling meetings, event planning and Human Resources.
- Managed the personnel spreadsheet within excel that organized all employees transferring under the acquisition.

Caterpillar Financial Services Limited (CFSL) – Human Resources Representative II

Burlington, Ontario, Canada (December 2005 – December 2009)

- Maintained and developed Human Resources policies ensuring compliance with labor laws and corporate policies. Communicated and presented modified or newly developed policies to employees.

- Ensured timely recruitment for all open positions in Canada. Developed and refined effective methods for recruitment including internal job postings, employment websites and effective agency relationships.
- Maintained employee records, administered and processed new hire, benefits and payroll paperwork.
- Established partnerships with select local recruitment firms. Negotiated terms and conditions of vendor agreements, outlined expectations, managed ongoing vendor relationships, and monitored vendor progress, quality and reliability.
- Developed, maintained, and facilitated onboarding and new hire orientations. Conducted exit interviews and analyzed feedback to develop recommendations and strategies to improve employee engagement.
- Assisted with gathering and conducting market research and analysis to ensure competitiveness within the financial services industry for all aspects of compensation and benefits. Summarized and presented results to management and Human Resources at headquarters in Nashville, Tennessee.
- Provided confidential counseling and guidance to both managers and employees regarding Employee Relations issues including clarification of policies and disciplinary concerns as required.
- Processed payroll and completed accounting reconciliations along with all journal entries. Maintained PeopleSoft employee database. Ability to analyze and summarize PeopleSoft reports.
- Provided Human Resources and change management support in the Canadian Solutions consolidation project. Conducted extensive recruiting, interviewing, and hiring as well as new hire orientation for new employees. Organized and facilitated Targeted Selection for all open positions.

CDI Professional Services – Recruiter

Oakville, Ontario, Canada (January 2005 – December 2005)

- Specialized recruitment in Engineering and Information Technology.
- Reviewed and assessed quality of resumes to identify qualified candidates. Conducted telephone pre-screen interviews to further qualify candidates for select positions.
- Scheduled and conducted face-to-face interviews with qualified candidates. Developed customized interview questions for qualifications outlined in specific job descriptions.

PROFESSIONAL ACCOMPLISHMENTS

- **CFSL Training Team:** Leadership role on the Canadian Training Team.
 - Created and administered annual employee training needs assessment, analyzed survey results and reported relevant findings to the team.
 - Assisted with the development and implementation of action plans resulting in significant improvement in employee survey results. FPD Prospect Survey Training dimension improved 23% to 73% and EOS Learning and Development dimension improved 18% to 73% following the formation of the training team in 2006.
- **CFSL Community Service and Social Committee:** Committee chair in 2007.
 - Led the team in several successful fundraising efforts throughout 2007.
 - Raised a record of over \$13k in 2007 for the Annual National Terry Fox Campaign including a matching contribution from Cat Financial headquarters for the first \$5k raised.
 - Continued to participate on the Community Service Committee through 2009.

CERTIFICATION

- **6 Sigma Certified Green Belt & Sponsor:**
 - Canadian Solution – consolidation of Canadian operations from Calgary to Toronto
 - Business Continuation Plan – execution plan to ensure the processing of required business in the event of a disaster

EDUCATION

Sheridan College – Oakville, Ontario, Canada (April 2004)

Business Administration – Human Resources Management – High Honors