**Kimia Safvatsafaie**

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<https://www.linkedin.com/in/kimiasafvat/>

# EDUCATION

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| **The University of Texas at Dallas** | May 2025 |
| *Bachelor of Science, Human Resource Management*  Top 10% Academic Scholarship | **GPA 3.7** |
| **Dallas College** | May 2022 |
| *Associate of Science, Human Resource Management* | **GPA 3.7** |

# PROFESSIONAL EXPERIENCE

# Ever.Ag - Frisco, TX March 2023 – Sept 2024 *HR Intern*

# Created and maintained International Employee Handbooks ensuring compliance and clear communication across global teams for Canada, Brazil, and Australia.

# Developed 40+ HR Standard of Procedures (SOPs), built ADA Accommodation process conducted background checks, and managed onboarding/offboarding processes for employees and 1099 consultants.

# Organized 500+ I-9 forms, compliance documentation, and created an HR Compliance Calendar.

# Conducted global benefits surveys, analyzed results for benefit recommendations, researched and compared 7 HR platforms, and assisted with policy research and drafts, enhancing policy clarity.

# Kimia Academy of Persian Language and Literature- Frisco, TX June 2022 – Present

# *People and Communications Manager*

* Built the Human Resource department to ensure compliance, risk mitigation, and efficient operations
* Designed and implemented communication skills for all internal and external communications to expand Academy’s presence in the community by 200%
* Facilitated customer service by communicating through multiple channels to ensure 100% satisfaction
* Supervised every monthly meeting for accurate business meeting documentation to redirect business and marketing strategies

**All4Frisco**- Frisco, TXJan 2023 – Jan 2024

## Gymnastics Coach

* Provided quality training for over 100 students while ensuring safety and wellbeing
* Planned and developed lessons for each class targeting problem areas

# Advanced Sport & Injury Clinic - Dallas, TX May 2022 – Aug 2022

## Marketing Intern

* Cultivated first presence on Google profile and 2 social media platforms to increase traffic by 30%
* Oversaw over 30 front-office patient interactions to maintain 100% quality and service
* Utilized Microsoft platforms to update 5 medical forms and translated them into Spanish and Arabic

# ADDITIONAL INFORMATION

*Technical Skills*: Microsoft Excel Certification and Word Specialist Certification, Office Suite, Paycor, Workday, Lattice, Greenhouse, Mitratech, Photoshop, Illustrator, Prezi, Tableau, SQL

*Languages*: Native English and Fluent Farsi/Persian

*Eligibility*: US Citizen, Eligible to work in the US for internships and full-time with no restrictions