

KRISTEN D. CASON

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Academic, human resources and administrative professional with more than 20 years of experience, including 13 years at the University of Florida, assisting faculty, professionals, students, and clients in diverse work environments and varied administrative functions.

SKILLS

- Extensive experience and strong competencies in customer service, organization, and student/client processing including high-pressure and fast-paced environments
- UF human, financial and academic management systems including PeopleSoft (myUFL), GIMS, ePAF, Person Hub/Identity Management, Access Request System and GatorStart
- Proficient in Microsoft Office Suite including TEAMS and Outlook, Adobe and Zoom
- Ability to work independently and set priorities, self-starter, deadline and goal driven
- Notary public

EXPERIENCE

University of Florida | Gainesville, FL 2011 – Present
Health Outcomes and Biomedical Informatics | HR Generalist II | 2022 – Present
College of Medicine

- Supervise and lead active HR team while analyzing and improving department policies and ensuring compliance with College, University, State, and Federal regulations and standards
- Organize personnel needs for Faculty, TEAMS/USPS, OPS, Pre and Postdoctoral Associates, and Student Employees exceeding 250 department-wide; provide administrative guidance to hiring managers, supervisors and employees
- Coordinate and execute HR functions including recruitment, hiring, terminations, position/job changes, payroll management, tenure and promotion, onboarding/offboarding of employees, and immigration matters
- Submit and monitor HR transactions in myUFL, including creating positions, processing new hires, terminating positions, and posting job requisitions
- Coordinate with AD for Finance on funding distributions and review allowable expenses according to funding source and University fiscal policy
- Process financial requests and transactions related to HR and payroll
- Handle sensitive and confidential matters with College and University HR teams

Biostatistics | Academic Assistant III | 2014 – 2022
Colleges of Medicine and PHHP

- HR processes for hiring and terminations of students, OPS employees, postdoctoral associates, and visitors utilizing PeopleSoft, Direct Advantage, FNIS, and other UF specific systems; onboard and offboard employees
- Specializing in international hires (J-1, F-1, H-1B) working closely with UF's HR and Payroll Services, International Center and Immigration Compliance Services
- Managerial tasks including time approvals, payroll reports and scheduling, and supervision of OPS employees/student assistants
- Manage department website
- Manage three degree programs within department (state and self-funded) including organizing, tracking, and communication
- Degree certification, graduate audits, reporting in Student Information Systems (SIS) and Graduate Information Management System (GIMS)

Mathematics | Program Assistant/Graduate Secretary | 2011-2014
College of Liberal Arts & Sciences

- Organize, track, and communicate in regard to graduate student programs including: applicant processes, letters of appointment, tuition waivers, records, course registration, course completion, etc.
- Liaison between faculty/staff and prospective, active and past graduate students
- Perform administrative support functions
- Prepare and handle various college/university forms including student petitions

Animal Veterinary Clinic | Gainesville, FL 2018-present
Veterinary Technician/Receptionist – Part Time Relief

- Build and maintain rapport with clientele, including during stressful and emotional situations
- Assist veterinarians with surgical and medical patient care
- Coordinate patient appointments and communicate surgical instructions

Gainesville Animal Hospital, Inc. | Gainesville, FL 2003-2015
Veterinary Technician/Lead Receptionist

- Create and maintain schedule for 20-25 employees, including coordination of information and continuing education seminars and staff meetings
- Build and maintain rapport with clientele through excellent customer service, including appointment facilitation and surgical communications
- Assisted veterinarians with surgical and medical patient care

Black Belt Academies | Gainesville, FL 1996-2002
Program Director/Assistant Instructor

- Management of business office including creating and implementing daily, weekly and monthly business plans, creation and maintenance of class schedules
- Financial transactions and reporting
- Instructing classes

EDUCATION

B.A.S., Human Resources Management | Expected August 2024
Santa Fe College | Gainesville, FL

A.A., Health Services Administration | May 2020
Santa Fe College | Gainesville, FL

International Baccalaureate Graduate | 2001
Eastside High School | Gainesville, FL

AWARDS/SERVICE

- Pro3 Certified in HR / Payroll Management & Academic Department Support
- Superior Accomplishment Awardee, 2016
- Served on successful UF task force to move international hires into GatorStart
- PHHP Staff Council
- Departmental IT and Student Recruitment committees member

REFERENCES

Available upon request