



**Curriculum Vita
July 2025**

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College of Innovation and Design Office Phone: 214.954.3615 & 903.886.5878

EDUCATION

Master of Business Administration, Human Resources Management
University of West Florida, 2024

Bachelor of Arts, Legal Studies
University of West Florida, 2015

PROFESSIONAL EXPERIENCE

Coordinator II

Dec 2024 — present

University of West Florida | Pensacola, FL

- Manage the Graduate Assistantship program, employment and matriculation waivers. Compliance overall and tracking app redevelopment for efficiency improvements. Appropriate classification/FLSA compliance.
- Oversee Graduate Assistantship training program and manage (create and update) training courses via Canvas for staff and students. Complete overhaul of the program to enhance efficiency and automate compliance measurements.
- Review and approve graduate academic requests, including student transfer credit, credit by proficiency, course validation, and track changes.
- Manage graduate program and course curriculum change requests.

- Compensation and Classification management: Reviewed all job description updates and reclassification requests, including those with compensation requests. Guide departments on the proper classification of the position needs. Assist departments in developing job descriptions that match the needs of their office. Reviewed requested compensation requests in comparison to classification ranges across the campus.
- Recruitment and Selection process management for all employment types, which includes reviewing and approving posting requests, external advertisements, applicant pools, contingent offers, and personnel action forms for processing to ensure terms match the recruitment. Approve recruitment finalists for eligibility based on minimum qualifications and relevant work experience requirements. Assign background screening and collect necessary background paperwork. Maintain and track all required pre-employment processes and paperwork. Collect all necessary documentation to close the recruitment process, ensuring retention of records required for public record requests.
- Education and training for areas of responsibility (a minimum of 12 non-credit classes each year): The role of Veteran's Preference in the Recruitment and Selection Process, Interviewing for an Effective Hire, Navigating a Sunshine Recruitment, Conducting Effective Recruitments, a series of trainings for position management, supervisory changes, recruitment and selection processes, and evaluating credentials for position eligibility. Develop and update training programs to educate employees on applicable laws and regulations, system updates, supervisor management skills, and responsibilities for their areas of responsibility, as well as efficiency improvements. Online and in-person.
- Attend career fairs to recruit for needed career fields/positions within the institution. Educate potential employees on the university's opportunities and benefits.
- Completed employment verifications for current and former employees.
- Customer service for all HR-related issues and connection with applicable resources and/or representatives to assist with concerns if outside of my areas of responsibility. Includes: FMLA, FRS, pre-tax benefits, financial planning, educational benefits, and leave types/approved use.
- Data collection and analysis for areas of responsibility.
- Certified content manager: update department website for pages under areas of responsibility (several). Certified social media content manager for the department.

HR Specialist duties:

- New hire paperwork completion, including I-9s, E-Verify entry, and Personnel Action Form (PAF) processing (new hires, payroll changes, status changes, promotions, reassignments, and terminations/resignations).
- Create personnel files in the HRIS for new hires and create physical/e/electronic personnel files for data/document management.
- Verification of timesheet submissions and approvals for payroll processing and corrections due to errors with submissions.

- Reporting requirements for areas of responsibility. Student employment eligibility requirement verification.
- General office understanding of benefits, employee relations, employment, payroll, and processing for customer service.

Specializing in employment, payroll, and processing areas for 5+ years.

Senior Property Manager/Collections Manager

Apr 2003 — May 2009

Saul Silber Properties | Gainesville, FL

- Oversee complex property managers (7 properties) and their staffing needs. Review reporting on occupancy, maintenance staff and expenses, vacancy rates, and vendor assignments (over 1,000 units combined).
- Process all move-out collection actions for the company. Manage high-cost move-out reports from vacate date to collection period to ensure legal compliance of documentation, notification, and collection procedures outlined in Florida Statutes and company leasing agreements.
- Manage single-family residential, townhome, row-houses, and condominium properties for corporate office (over 150 properties). Manage Section-8 housing programs.
- Trained all new hire property managers and leasing agents on corporate processes and legal requirements for property management.
- Timesheet and payroll process management.
- Compensation evaluation and recruitment processes.
- Workers' compensation claims management.
- Audit responsibilities for each property following a separation of employment for the property manager.