

Kaylee Benthin

Expert Human Resource Professional

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EDUCATION

Master of Business Administration

Bushnell University, May 2021

Bachelor of Science in Business Administration

Eastern Oregon University, December 2015

SKILLS

- Employee Relations & Engagement
- HRIS Implementations & Oversight
- Team Management
- Confidentiality & Ethics
- Change Management
- Strategic HR Planning
- Policy Design & Compliance
- Talent Development
- Coaching
- Mergers & Acquisitions

TOOLS

- UKG
- NetSuite
- Paycor
- Paylocity
- ADP Workforce Now
- SharePoint
- QuickBooks
- Google Suite
- Microsoft Office Suite

EXPERIENCE

Senior HR & HRIS Manager

Pacific Seafood, Portland, OR | *Present*

- Spearhead HR systems strategy and post-implementation recovery for a failed HRIS integration, managing a team of five HR professionals across multiple business units.
- Act as a strategic partner to executive leadership and General Managers, driving talent alignment, cultural integration, and leadership coaching across an 11-state, bi-national workforce of over 3,000 employees.
- Lead change management across organizational mergers and acquisitions, implementing new policies, workflows, and performance management systems aligned with compliance and business goals.
- Develop and oversee end-to-end HR processes including employee lifecycle operations, performance reviews, succession planning, and strategic workforce development.
- Champion employee engagement initiatives through proactive data analysis and coaching, contributing to retention and continuous improvement across facilities.
- Serve as compliance advisor, ensuring adherence to state and federal labor laws.
- Collaborate closely with Payroll and Benefits teams to maintain data integrity, implement system automation, and satisfy regulatory reporting requirements.

HR & HRIS Leader

Alpha Media, Portland, OR

- Oversaw HRIS operations and compliance functions for a workforce of 1,300+ employees in 44 states within the entertainment industry.
- Managed full-cycle HR compliance including employment verifications, tax reporting, garnishment administration, and cross-state employment law adherence.
- Partnered with senior HR leadership to create scalable HR programs, policy training, and system-wide audits to ensure legal compliance and operational accuracy.

ORGANIZATIONS

Club President

Colton Mat Club, 2019 – 2023

Club Vice President

Colton JR Football, 2019 – 2023

Volunteer Firefighter

Hermiston/Colton Fire, 2011 – 2018

PAST ROLES

Teller Coordinator

US Bank

Payroll Specialist & HR Generalist

Interlaken

HR Generalist

Lanphere Construction & Development

Office Manager

Versante Pizza

Staffing & Operations Manager

Shear Illusions

Recruitment & Employment Specialist

Blue Mountain Community College

REFERENCES

Available On Request

EXPERIENCE CONTINUED

- Played a key role in business continuity planning during organizational restructuring, using data analytics and HR technology (including Paylocity and ADP) to guide strategic decision-making.
- Led employee relations efforts with a focus on conflict resolution, coaching, and engagement, reinforcing a high-performance culture through consistent feedback loops and policy alignment.

HR Consultant & Client Partner

Xenium HR, Tualatin, OR

- Delivered hands-on HR generalist services to a diverse portfolio of clients, ensuring full compliance with multi-state employment laws including hiring practices, investigations, and benefits administration.
- Facilitated workshops for client teams on leadership development, pay equity, wage and hour compliance, and organizational change—equipping teams for scalable growth.
- Acted as a trusted advisor to business owners and General Managers on talent planning, career development, and change leadership strategies.
- Designed and executed employee relations protocols, onboarding systems, and training curricula to meet evolving workforce needs across dynamic industries.
- Provided strategic support during client company mergers and restructures, optimizing organizational design and coaching through transitional processes.

HR Generalist

Orchard & Vineyard Supply, McMinnville, OR

- Led the development and rollout of company-wide safety and compliance programs, improving workplace standards and reducing risk across multi-site operations.
- Supported senior leadership in aligning business goals with people strategy through HR metrics, forecasting, and employee engagement analysis.
- Facilitated training on HR policies and performance management systems to front-line supervisors and managers, boosting accountability and communication.
- Directed change initiatives during company restructuring, contributing to smoother operational transitions and improved HR service delivery.