

KATE WALSH

Salem | Massachusetts | 01970

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Professional Experience

People Operations Manager

Canalini Consulting LLC – Washington, DC (Remote)

03/2024 – 04/30/2026

- Directed and owned the management of accurate, confidential employee records for employees across nine U.S. states.
- Built and owned a structured onboarding program, including documentation, cross-functional coordination, core values training, and 30/60/90-day check-ins that supported early connection, clarity, and performance alignment.
- Managed the full employee lifecycle, including recruiting, onboarding, employee relations, performance management, offboarding, and day-to-day employee support across a multi-state remote workforce.
- Developed and managed a quarterly performance evaluation process and merit increase program informed by year-over-year performance data.
- Served as a trusted HR resource for employees and managers, providing guidance on benefits, policies, leave administration, and employee relations matters.
- Owned payroll administration and partnered with brokers to oversee benefits administration and retirement programs, ensuring accuracy, clear communication, and a positive employee experience.
- Spearheaded organizational initiatives including KPI and performance programs, process improvements, AI governance, and operational systems implementation.
- Coordinated finance and operational processes, including invoicing, timesheet management, expense tracking, vendor coordination, and organized financial and operational documentation within a fast-paced consulting environment.
- Championed employee engagement and culture initiatives by fostering connection across a remote workforce through cross-functional collaboration, communication efforts, and employee-focused programs and events.

Event Host

Bath Fitter – Ledgewood, NJ

05/2023 – 03/2024

- Built strong customer relationships through one-on-one interactions, providing knowledgeable product guidance.

People & Communication Intern

PRYME Agency – Morristown, NJ

06/2023 – 08/2023

- Identified communication gaps and process inefficiencies, implementing a Delegation of Authority (DOA) framework to improve cross-functional collaboration.

Education

Master of Science in Industrial and Organizational Psychology (*Anticipated May 2027*) *Salem*

State University – Salem, MA

- GPA: 4.0 | Part-time program
- Focus: Talent Acquisition, Employee Retention, Workforce Analytics, Leadership and Employee Development

Bachelor of Arts in Psychology

The College of New Jersey – Ewing, NJ

- GPA: 3.5 | Dean's List
- Minors: Marketing, Management

Core Qualifications

- Strong analytical and problem-solving skills, translating complex data into actionable business insights.
- Effective communicator with experience partnering with stakeholders at all levels to drive alignment and results.
- Skilled in coaching managers and employees on performance management, feedback, communication, and accountability.
- Experienced in employee relations, balancing organizational needs with employee concerns to support positive outcomes.
- Proven ability to lead process improvement initiatives from planning through implementation and change management.
- Experienced in leveraging AI tools to improve operational efficiency, streamline workflows, enhance communication, and support data-driven decision-making.
- Highly organized and adaptable, with success managing competing priorities in fast-paced environments.
- Advanced proficiency in business, analytics, and design platforms, including M365, SPSS, R, SQL, SurveyMonkey, Qualtrics, QuickBooks, Unanet, Accelo, Smartsheet, HubSpot, Adobe Creative Suite, and social media platforms.