

CAREER PORTFOLIO

HR & ORGANIZATIONAL EFFECTIVENESS

Welcome! I'm glad you're here and taking the time to get to know a bit more about me and my work.

This portfolio highlights some of the projects I'm most proud of, each focused on making workplaces more effective, supportive, and people-centered.

You'll see how I've used data, research, and hands-on HR experience to solve problems and improve employee wellbeing.

I hope it gives you a clear sense of my passion for organizational effectiveness and my drive to keep learning and growing.

KATHRYN DAVIS

PROMOTING EMPLOYEE WELLBEING THROUGH THE PERMA MODEL

PROBLEM:

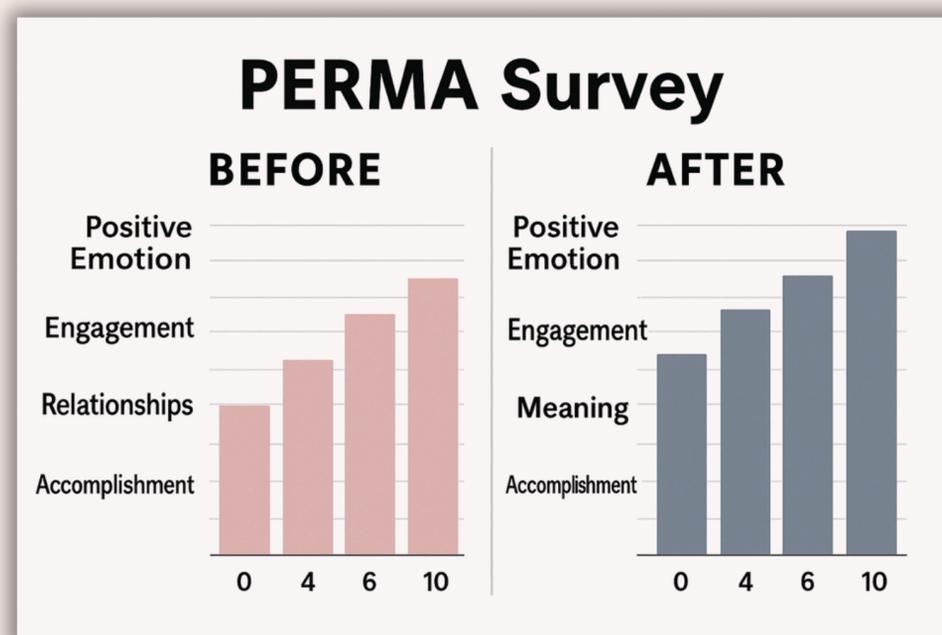
I noticed that many employees struggled with stress, low morale, and a lack of work-life balance, which was starting to affect both their personal wellbeing and their work performance.

SOLUTION:

I designed a wellbeing initiative using the PERMA model as a framework. I started by giving an initial survey to measure baseline wellbeing, then created a short video explaining how PERMA can help improve day-to-day life. Participants picked two tasks to practice over a week, like gratitude exercises or connection activities, and then took the same survey afterward.

OUTCOME:

Comparing the before-and-after surveys, I saw an increase in positive feelings like accomplishment and a sense of purpose, plus a noticeable drop in stress levels. This project helped me realize how much I care about improving employees' daily work experience. I also gained practical skills in designing surveys, finding trusted measurements, and analyzing results to show real impact.



*This graphic is an illustrative example, not the exact results from our specific data

BUILDING A STREAMLINED RECORDS MANAGEMENT SYSTEM

PROBLEM:

Our office had thousands of physical records stored in a way that made it nearly impossible to track files down quickly, wasting hours and taking staff away from their regular duties.

SOLUTION:

I decided to take ownership of the problem and created a logging and tracking system in Excel to keep an inventory of every file, where it's located, who's checked it out, and whether it's been scanned electronically. I also set up a physical sign-out system to ensure no files went missing during the digitization process.

OUTCOME:

Since implementing the system, we've cut the time it takes to locate old case files by more than 75%, saving both time and payroll costs. The process has made our department more efficient and has been a huge help with the number of public records requests we get daily.



Record ID	Record Type	Record Description	Date Created	Storage Location	Retention Period	Disposed Date
001	Contract	Vendor Agreement - ABC Corp	01/15/2020	File Room A1	5 years	
002	Invoice	Invoice #789 - DEF Ltd.	03/22/2021	File Room B2	3 years	01/15/2025
003	HR File	Employee File - Jane Doe	07/05/2018	HR Cabinet C3	7 years	03/22/2024
004	Legal Document	Non-Disclosure Agreement - XYZ	11/12/2019	Safe D4	10 years	07/05/2025
005	Project Report	Project Alpha Final Report	05/30/2022	Archive Room E5	2 years	11/12/2029
006	Tax Document	2020 Tax Return	04/15/2021	File Room F6	7 years	05/30/2024
007	Maintenance Log	HVAC System Annual Maintenance	08/18/2022	Facility Office	3 years	04/15/2028
008	Policy Document	Data Security Policy v2.0	12/01/2020	Admin Office	5 years	08/18/2025
009	Contract	Vendor Agreement - ABC Corp	01/15/2020	File Room A1	5 years	12/01/2025
010	Invoice	Invoice #789 - DEF Ltd.	03/22/2021	File Room B2	3 years	01/15/2025
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*Please note the above graphic is comprised of sample data.

SECURING WELLNESS SUPPORT FOR FIRST RESPONDERS

PROBLEM:

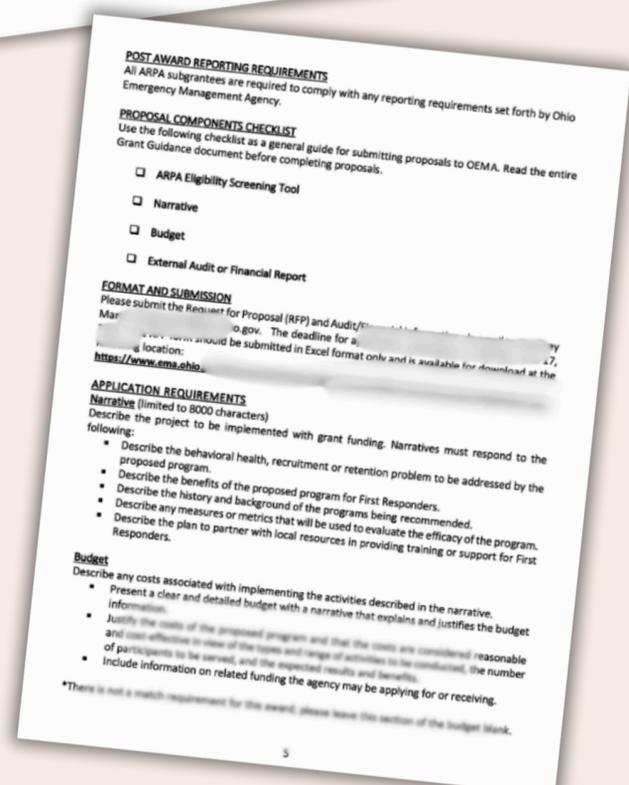
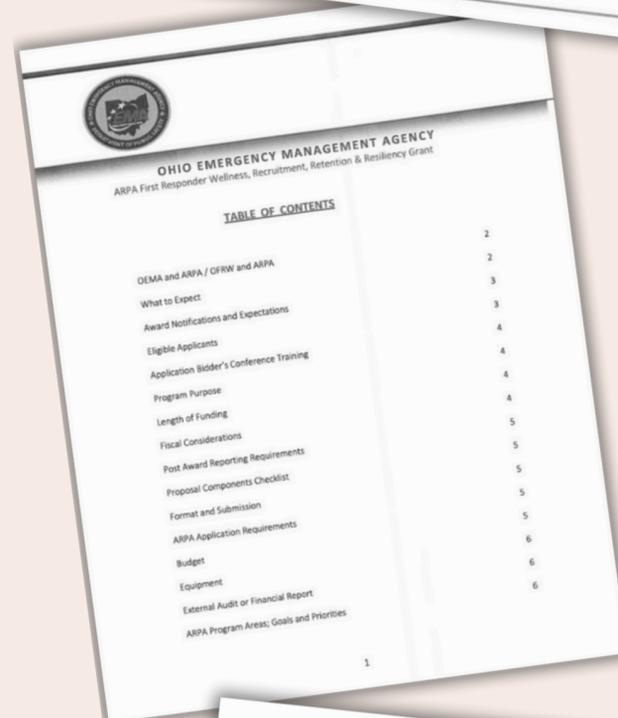
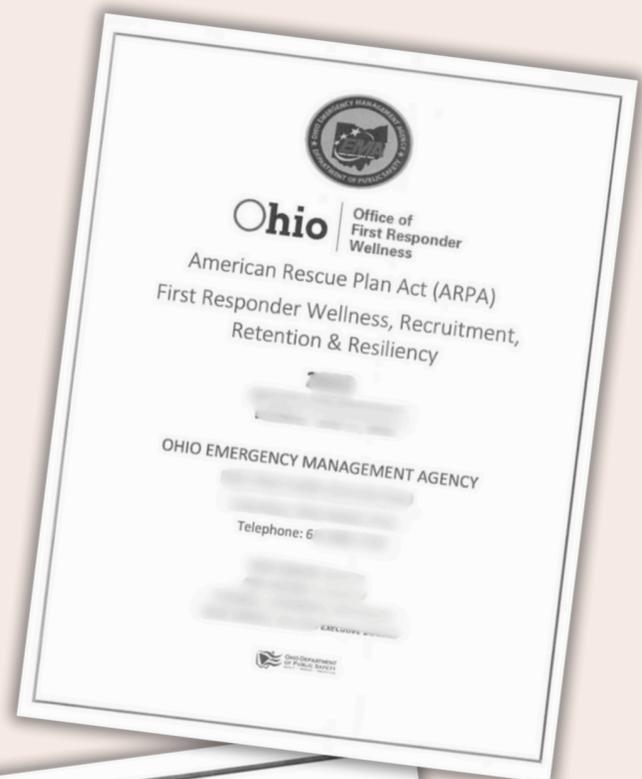
First responders face unique mental health challenges, and our department was limited on the resources we needed to support them in a meaningful, ongoing way.

SOLUTION:

I co-wrote a grant that focused on what would help most: peer support training, regular wellness checks, and hiring a dedicated Wellness Coordinator. We researched best practices for wellness programs and built a plan that would make a real difference for deputies and dispatchers.

OUTCOME:

We were awarded \$272,537.24, which allowed us to hire a qualified Wellness Coordinator and launch a robust wellness program. The program now provides peer support, 24/7 mental health services onsite, a wellness app, and in-house screenings. So far, we've held over 65 sessions covering nutrition, stress management, and self-care.



WHAT'S NEXT:

Where I'm headed is a place where I can keep building on what I've learned and help create workplaces that truly work for people.

I'm looking for an HR or Learning and Development role where I can grow, solve problems, and keep making things better behind the scenes.

I'd love to focus on employee wellbeing, organizational effectiveness, and data-driven decision-making.

I'm excited to keep learning, stay adaptable, and help people feel supported in the work they do every day.

LET'S CONNECT!



KATHRYN DAVIS

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