

Kimberly Dulac, SHRM-CP

HR Leader | Educator | Admin Professional



📍 Chicago, IL, USA

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🔗 <https://www.kimberlydulac.com>

🏳️ She/Her/Hers

Experienced leader, instructor, and performer with over 15 years of international experience. Excellent reputation for problem resolution, being a role model, "stepping in and up", improving overall operations, deep focus on maximizing profits, noted strong commitment to clear communication, and considering our environmental impact.

EDUCATION

Human Resources Management Certificate , <i>Cornell University</i>	March 2024 – August 2024 USA
B.A. Organizational Leadership , <i>Brandman University</i> Summa Cum Laude	October 2018 – May 2020 USA
Undergraduate Certificate Paralegal , <i>Brandman University</i>	October 2018 – May 2020 USA
A.A. General Studies , <i>Valencia College</i>	January 2014 – August 2017 Orlando, USA
High School Diploma , <i>University of North Carolina School of the Arts</i>	June 2005 Winston-Salem, USA
500 Certified Yoga Teacher Registered with Yoga Alliance and Yoga Alliance International	2021

PROFESSIONAL EXPERIENCE

Associate Director of Human Resources , <i>Belay Diagnostics</i> - Developing and implementing HR strategies and initiatives aligned with the overall business strategy - Plans, directs, and supervises all activities relating to the administration and maintenance of payroll and benefit programs - Bridging management and employee relations by addressing demands, grievances or other issues in accordance with company policy - Develop and monitor overall HR strategies, systems, tactics and procedures across the organization - Nurture a positive working environment and drive employee engagement initiatives - Ensure legal compliance throughout human resource management - Responsible for entering expense reports and invoices - Maintain employee records and ensure compliance with data protection regulations - Recruiting and part of hiring team for all positions - Proficiency in HR Systems; including BambooHR, Concur, Office 365	March 2023 – present Chicago, USA
Laboratory HIPAA Privacy Officer , <i>Belay Diagnostics</i> - Responding to privacy complaints - Conducting investigations into HIPAA violations as needed - Keeping track of privacy law changes and updating policies - Collaborating with legal professionals - Overseeing handling of sensitive information and ensuring compliance - Developing strategies and implementing plans with vendors to ensure compliance	January 2024 – present Chicago

Executive Assistant to the CEO, Belay Diagnostics

March 2023 – present
Chicago

- Maintaining discretion and ensuring confidential information is handled securely
- Managing complex calendars and scheduling meetings
- Assists with research, gathering data, and organizing information
- Coordinating travel arrangements
- Acting as a liaison between executive and other employees, clients, and stakeholders through different forms of clear and professional communication
- Assists managing projects by tracking deadlines, coordinating with different teams, and ensuring deliverables are completed

Lead Principal, Walt Disney World

June 2012 –
December 2020
Orlando, USA

- Created, managed, organized, and established databases for data collection for distribution and publication
- Scheduled daily schedules, as well as, employee PTO
- Organized and adjusted daily payroll entry
- Provided extensive training to new office staff and assisted in hiring of additional office staff
- Became proficient in Microsoft Office Suite
- Performed, rehearsed, and trained for daily live stage performances in dance and acrobatic stunts
- Performed and rehearsed for major nationally televised events including the ABC holiday specials and music videos on the Disney Channel

Event Production Manager and Performer, Various Entertainment Production Companies

January 2016 –
January 2020
USA

- Managed all areas of events, from pre-planning, through the event day, and post-event activities
- Organized logistics of event preparation, including location scouting, stage design, and program implementation
- Determined appropriate levels of staffing and budget to stay within given monetary parameters
- Rehearsed and performed in live and filmed events to create magical moments for all guests

Dance Captain and Performer, Universal Orlando Resort

November 2013 –
December 2020
Orlando, USA

- Performed in live stage shows daily and at various events on property
- Taught, gave feedback and notes, and filed daily reports as dance captain for the live stage shows to maintain quality of show
- Exercised and trained daily to improve physical fitness, technique, and artistry
- Ensured personal attire and appearance were within the guidelines for entire team to ensure show quality was up to organizational standard

Assistant Manager, Bistro Clo Clo

March 2013 –
January 2015
Orlando, USA

- Created and managed weekly schedules for front of house staff
- Conducted thorough hiring and training for front of house staffing
- Managed, published, and created an update to date inventory with an extensive list of store items
- Calculated and compiled financial data for tax deductions for serving staff and end of the day total food sales

Dancer/Dance Teacher, Joffrey Ballet, DanceWorks Chicago, Luna Negra Dance Theater

August 2005 – August 2011
Chicago, USA

- Performed classical and contemporary dance during filming and live stage productions
- Worked with choreographers to modify and refine dance technique and steps accordingly
- Exercised and trained daily to improve physical fitness, dance technique, and artistry
- Planned and oversaw group and individual classes in ballet, jazz, contemporary, lyrical, creative movement, pointe, pas de deux, and variations for ages 18 months to adult
- Provided a fun and creative environment for equity and inclusion
- Clearly communicated with a diverse staff of teachers and students

SKILLS		
Management and Leadership Experience	Teamwork	
Communication	Conflict Resolution	
Problem-Solving	Detail Oriented	
Multitasking	Microsoft Office	
Google Suite	Diversity and Inclusion	
Analyze and Synthesize	French B2	
AWARDS		
\$250 Grant to National Resources Defense Council, Walt Disney World		2020
Earned through volunteer work for Disney's Voluntears Program		
Quarterly Award, Walt Disney World		2019
Given to employees nominated by senior management for being an outstanding employee		
AFFILIATIONS		
SHRM		February 2024 – present
Harris Theater Associate Board, Board Member		October 2024 – present
New Dances Host Committee, Member		April 2025 – June 2025
Yoga Alliance		2021 – present
Actors Equity Association		2016 – 2021
Disney Shows Safety Team		2016 – 2020
REFERENCES		
References available upn request		