

Kati G. LeBeau, NCC

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EXPERIENCE

School Counselor with a background in business looking for a part time opportunity for supplemental income. Experience in identifying areas of weakness and facilitating process improvements to maximize efficiency and effectiveness. Skilled at relationship building and communication with a strong interest in user research.

EXPERIENCE

West Baton Rouge Schools, Port Allen, LA— School Counselor

AUGUST 2019 - PRESENT

- Classroom guidance lessons to K-2 grades
- Individual and small group counseling daily for PK-2 grades
- SAT Coordinator and 504 Coordinator
- Administer assessments: KBIT2, KTEAII, ADDES
- Report homeless students to district liaison monthly
- Monitor attendance and implement truancy policy
- Serve as student advocate during IEP/Discipline hearings
- Testing Coordinator for ELL students
- Coordinate The Great Kindness Challenge once a year
- Serve as lead for Attendance Committee

Iberville Schools, Maringouin, LA— School Counselor

AUGUST 2018 - MAY 2019

- SAT coordinator for pre-k through 11th grades
- Testing coordinator for 3rd-11th grades.
- Daily classroom guidance lessons to 3rd-5th grades
- Monthly personal/social group activities for 6th-11th grades
- MTSS Lead for all grades
- Enrollment and drops for K-11th grades
- Administer assessments: WRAT4, Vanderbilt, and Sloccum
- Systems: JCAMPUS, DRC, Illuminate, and FASTBridge systems

L&B Transport, Port Allen, LA— Accounting/IT Project Manager

OCTOBER 2012 - MAY 2017

- Reconcile general ledger for two companies, Greenleaf Bulk Carriers, LLC & Trans Matic, Inc.
- Accounts receivable and payable
- Process payroll for approximately 40 employees and 200 truck drivers
- Provide HR services in the form of benefits management to 40 employees
- Report 941 taxes weekly
- File sales and withholding tax returns quarterly and monthly
- Integrate software to allow processes to run smoother

EDUCATION

CareerFoundry-
Certificate, UX Design (2023)

Liberty University- M.Ed,
School Counseling (2017)

Louisiana State University-
B.S. Business Management
(2010)

DESIGN PORTFOLIO

<https://www.behance.net/katilebeau>

SKILLS

My supervisors have always told me I have a valuable work ethic, with excellent time management and persistence in overcoming challenges. I've learned professionalism through my work in Human Resources and nonprofit activities. Organization and efficiency have always been priorities to me in getting daily tasks done. As a counselor, I've learned quite a bit about human development, trauma, and psychology in addition to my education and work experience.

CERTIFICATIONS

- UX Immersion
- Intro to UX Design
- National Counselor Certification (NCC)

- Strategize with EDI Analysts, IT staff, customers, managers and other employees to test and provide solutions on electronic data interchange
- Identify areas of weakness in the daily flow of various departments' job duties and generate plans for improvement
- Manage several IT projects at any given time requiring detailed knowledge of several systems: MAS200, TMW Powersuite, Comdata Reports, Comdata iConnect Data, Microsoft Excel

Albemarle Corporation, Baton Rouge, LA— HR Technician

DECEMBER 2010 - OCTOBER 2012

- Provide support for a team of 4 HR Managers
- Coordinate with HR Managers and supervisors to ensure smooth onboarding of new employees and transferred employees
- Facilitate offboarding processes for HR Managers, supervisors and terminating employees
- Maintain over 350 employee records using Global People Solutions, Albemarle's HRIS system
- Provide timely solutions to various employee issues including benefits, performance management, information updates, etc.
- Serve as a lead HR Technician/Assistant for other HR employees in my role at the 9 other US Albemarle plant sites
- Work on several teams to improve on/offboarding processes including creating interfaces, applicant tracking system, process flows, checklists, etc.
- Plan the annual service awards banquet, which is held to show appreciation of employees' time and efforts
- Mentor HR intern as well as provide opportunities for he/she to grow as a professional
- Analyze reports from Titan Technologies to give leadership summarized data they can make informed decisions and execute on
- Assist benefits department with answering help desk calls and providing support to employees with benefits inquiries
- Manage short term disability and Family and Medical Leave tracking for employees on leave of absence
- Act as central coordinator for a reduction in force of approximately 40 people in the US
- Work with various departments to manage an aged/blocked invoice report generated out of SAP to ensure HR team is efficient in processing invoices for vendors