


KRISTINA BECVAR

kristinabecvar@gmail.com 

(312)515-3903 

Oak Park, IL 60302 

www.linkedin.com/in/kbecvar 

PROFESSIONAL EXPERIENCE

Eleven Consulting, LLC

Principal Consultant, Chicago, IL, February 2020 – present

Blinderman Construction (May 2021 – December 2021)

- Served as consultant to the leadership team in implementing a complete Human Resources system and sustaining HRIS system.
- Assisted with developing the mission, charter, and strategic plan for the Diversity, Equity & Inclusion Committee; implemented leadership, supervisory, and front-line employee educational programs to facilitate deeper cultural integration of the company's DEI goals.
- Audited systems in place for recruiting, training, benefits & compensation, career path development, and compliance; implemented recommendations for improving all systems and equipped company leadership to maintain new processes

Chuhak & Tecson, P.C. (February 2020 - May 2021)

- Responsible for full audit of the management and administration of human resource initiatives for the 140 employee, Chicago-based law firm.
- Focused on policy administration and interpretation, employee relations, coaching, and counseling in the areas of performance management and conflict resolution, onboarding and integration efforts, administration of compensation and evaluation processes as well as management of compliance through record-keeping systems.
- Led the re-conceptualization of the frameworks for the firm's Diversity & Inclusion and Fun, Fitness & Philanthropy Committees.
- Formed the Executive Readiness Task Force responsible for implementing the safe transition to remote work and developing a compliant return to office plan in response to the COVID-19 pandemic.

Rathbun, Cservenyak & Kozol, LLC

Firm Administrator and Operations Manager

Joliet IL, October 2003 – February 2020

- Managed the largest law firm in Suburban Will County, IL as it developed from a firm of 8 attorneys and 10 staff to the current structure of 18 attorneys and 25 staff in three locations.

- Held full responsibility of all aspects of business operations including advertising, recruiting, training, benefits administration, human resource management, compliance, and plant management.
- Introduced metrics-based performance management system with emphasis on qualitative results. Spearheaded employee recognition and awards programs.
- Realigned compensation programs and salary administration to ensure competitive position and control costs.
- Fully implemented a complete transition to digital file systems and workflow management systems after research and involvement in tech-forward legal industry groups.

McDonald's Corporation, Chicago South Region

Restaurant/Area Restaurant Manager

June 1997 – February 2021

- Completed corporate management training program and ensured multiple restaurants observed operational plans and company policies.
- Supervised staffing and training processes of each restaurant. Developed managers to perform at high levels of efficiency and effectiveness and coached them in executing operational plans.
- Ensured labor law, health and safety standards, and corporate policy compliance across all areas of each restaurant.

EDUCATION

MS	University of Massachusetts Amherst Data Analytics and Computation for Social Sciences	Expected December 2022
BS	University of Massachusetts Amherst Business Studies, Graduated Summa Cum Laude	2021
	Illinois State University English Education; History	1993-1996

ACADEMIC CERTIFICATIONS

Stage-1, CITI Human Research Training in Social and Behavioral Sciences

SKILLS

Technical: R, Stata, Python, Google Analytics, APIs, Qualtrics

Applications: Tableau, Microsoft Office, Adobe Suite, MAXQDA, NVivo 12. Zotero

Platforms: RStudio, GitHub, WordPress, Canva,

PRESENTATIONS

Workshop, "Technology Implementation in Legal Management," American Bar Association Conference, Chicago, IL, 2018

PROFESSIONAL TRAINING & CERTIFICATIONS

- **Dale Carnegie Leadership Academy**
Organizational Leadership Certificate Program
Communications and Human Relations Certificate Program
- **Veterans at Work Certification**, Society for Human Resource Management
- **Google Project Management Certification**, Google
- **SHRM-SCP**, Society for Human Resource Management, Senior Certified Professional
- **CLM**, Association of Legal Administrators, Certified Legal Manager

PROFESSIONAL AFFILIATIONS

Society for Human Resource Management

- National Committee Member, Strategic Partnerships
- Chicago Region Committee Member, Diversity, Equity & Inclusion

Association of Legal Administrators (2017-2022)

- Committee Member, Business Partner Relations Committee
- Founding Member, Diversity, Equity, Inclusion & Accessibility Committee

American Bar Association (2016-2021)

- Vice-Chairperson of the Business Advice & Financial Planning Committee
- Chairperson of the Technology & Resource Center Committee
- Vice-Chairperson of the Annual Technology Conference Committee

COMMUNITY & VOLUNTEER AFFILIATIONS

- **Red Cross Military and Veteran Caregiver Network**
Peer Counselor, 2022-present
- **Will County Health Department**
We Will Work Healthy Program Leader, 2019-2020

LANGUAGES

English: Native Language

Spanish: Intermediate Listener, Novice Speaker