



Kimberly Balkum is the Human Resources Manager for the firm. She handles the acquisition and orientation of new staff, personnel policy/procedure development and implementation, benefit renewal and enrollment, FMLA and COBRA administration, salary reviews, performance reviews, employee counseling and disciplinary actions, 401K enrollment, education and communication, and all state and federal compliance issues.

Kimberly also supervises the management of the facilities, including file maintenance and storage, office occupancy, and general office maintenance and cleanliness. She is the supervisor of Support Services and the Office and Event Coordinator.

Member of the Society for Human Resource Management (SHRM).

Education

Houston Baptist University, B.A. psychology and sociology, *summa cum laude*

Houston Baptist University, M.A. psychology