

# KELSEY MARTYN-FAREWELL

405-202-1307  
KELSEYMF1981@GMAIL.COM  
NORMAN, OK

## SKILLS & ABILITIES

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Expertise in strategic planning and high-level operations for both Human Resources and Finance; strong written and verbal communication skills, including the ability to provide constructive feedback and collaborate effectively with stakeholders; ability to manage multiple projects simultaneously and meet tight deadlines while maintaining the highest standards of quality.

## EXPERIENCE

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2019 - Present

### **Director of Finance and Administration**

University of Oklahoma

College level operations and management of a multi-million dollar budget, finance reporting, payroll management, and project management. Administered policies and procedures for personnel support, including hiring, positive discipline process, terminations, and annual evaluations. Collaborated with centralized university departments and key stakeholder groups.

2010 - 2019

### **Department Administrator**

University of Oklahoma

Department level operations and management of budget, finance, payroll, and project management for millions of annual dollars of federally funded grant projects. Provided personnel support, including hiring and terminations. Collaborated with multiple colleges and departments. Supervisor for student workers. Provided training and support to faculty and students.

2007 - 2010

### **Program Specialist II**

University of Oklahoma

Editorial Assistant for a scholarly journal with a focus on clear communication and meeting regular deadlines. Organized national conferences. Worked on various federally funded grant projects. Collaborated with faculty and students across multiple colleges. Supervisor for student workers.

2004 - 2007

### **Director, Insurance Services**

Marshall & Company, Inc.

Created and maintained reports to track sales and activity. Trained and provided support to agents. Acted as a liaison between agents and insurance company, as well as between co-workers and CEO.

## EDUCATION

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May 2004	<b>Bachelors of Arts in Letters</b> University of Oklahoma
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## CERTIFICATIONS

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September 2023	<b>Leader Development Program</b> University of Oklahoma
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January 2023	<b>Professional in Human Resources (PHR)</b> HRCI
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## VOLUNTEERING

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2023 - Present	<b>Staff Senator</b> University of Oklahoma
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2023 - Present	<b>Chair, Staff Senate Initiatives Committee</b> University of Oklahoma
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2021 - 2023	<b>Staff Senate Initiatives Committee member</b> University of Oklahoma
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