

Kentucky Public Pensions Authority
1260 Louisville RD
Frankfort, KY 40601

July 1, 2024

Dear CERS Board:

I am writing to express my interest in being nominated as a candidate in the upcoming CERS Board Election. I have a long-standing interest in personal finance, and I look forward to using this knowledge to assist in the administration of CERS. In addition, I believe my over 20 years of human resources experience would help me ask good questions, understand the issues at hand, and help represent my fellow CERS members well.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

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Miriam Fisher

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Miriam Fisher



QUALIFICATIONS SUMMARY

- Highly skilled human resources professional with over a decade of advanced experience
- Excellent verbal and written communication abilities
- Proven competence to work independently with minimal supervision
- Able to successfully prioritize and manage multiple projects

EXPERIENCE

11/02/15-Present Metropolitan Sewer District Louisville, KY

Human Resources Administrator

Perform full cycle recruiting for union and nonunion positions for 600+ person municipal utility that provides wastewater, stormwater, and flood protection services.

- Work with hiring managers to develop a recruitment strategy that will attract a highly qualified diverse applicant pool that meets the needs of the organization
- Post job openings internally and externally in a timely, accurate manner
- Screen candidate submissions based on job requirements
- Schedule and conduct interviews for qualified applicants
- Prepare and present offers to candidates
- Arrange for preemployment physicals & drug screens, run & review background screens, and conduct reference checks
- Answer inquiries about positions from applicants, company management and other interested parties
- Provide training as needed on topics such as resume writing, interviewing skills for interviewees, and interview skills for interviewers
- Serve as backup Payroll Administrator
- Co-lead implementer for Negov Insight, MSD's new applicant tracking system. This automated a previously manual process, drastically increasing efficiency

08/12/15-10/30/15 Life Safety Services Louisville, KY

Compliance Manager

- Managed corporate insurance: general liability, automotive, property, & workers compensation
- Reviewed and negotiated contracts alongside company proposals and insurance coverages

09/30/13- 08/11/15

Indiana Department of
Workforce Development

Jeffersonville, IN

Community Employment Associate

Provided career coaching services to individuals who were unemployed, underemployed, or seeking to change careers

- Entered data from customer interviews, services, and cases notes into ClientTrack in a timely, appropriate, and accurate manner
- Assisted customers with job searching include resume critique and provide advice on the application and interview process

05/30/00-09/20/13

Idemitsu Lubricants America

Jeffersonville, IN

General Affairs & Human Resources Administrative Assistant (2000-2005)

Supported the Human Resources Manager of a \$100 million Tier 1 automotive supplier in all aspects of human resources. Specific duties included:

- **Recruitment:** negotiated & maintained contracts for temporary services and recruiters, drafted and distributed job postings to outside vendors, scheduled candidate appointments, and interviewed applicants
- **Budgeting:** produced the company's entire HR-related budget. This included salaries, benefits, and other personnel-related costs
- **Benefits:** Served as backup for company's benefits coordinator
- Performed day to day administration of company's worker's compensation, general liability, product liability, and automotive insurance policies

General Affairs & Safety Coordinator (2006-July 2012)

- Continued to perform previous administrative assistant duties
- Monitored company practices to assure compliance with applicable safety regulations for over 100 employees in 7 states
 - Company safety record was better than industry average throughout this time
- Developed and presented associate training on wide variety of safety topics to all levels of employees. Maintained appropriate training records for participants

General Affairs & Human Resources Coordinator (July 2012-September 2013)

- Retained administrative assistant duties
- Administered the following employee benefits for over 100 employees located across the country: STD, LTD, Life Insurance, HRA, and LTC. This included enrollments, terminations, bill auditing, and escalation of associate claim issues when warranted.

EDUCATION

B.S., Psychology

University of Evansville

Evansville, IN

- Graduated Summa Cum Laude