



# Human Resources and Administration

Mary K. Lee

# Bi-Annual Overview

Department Staff

Administration

Human Resources

# Department Staff

**Thérèse Colosi**  
*Executive Assistant*

**Misuk Kwon**  
*Office Administrator*

**Mary K. Lee**  
*Director*

# Administration

Lease Renewal

Corporate Documentation

Electronic Timekeeping

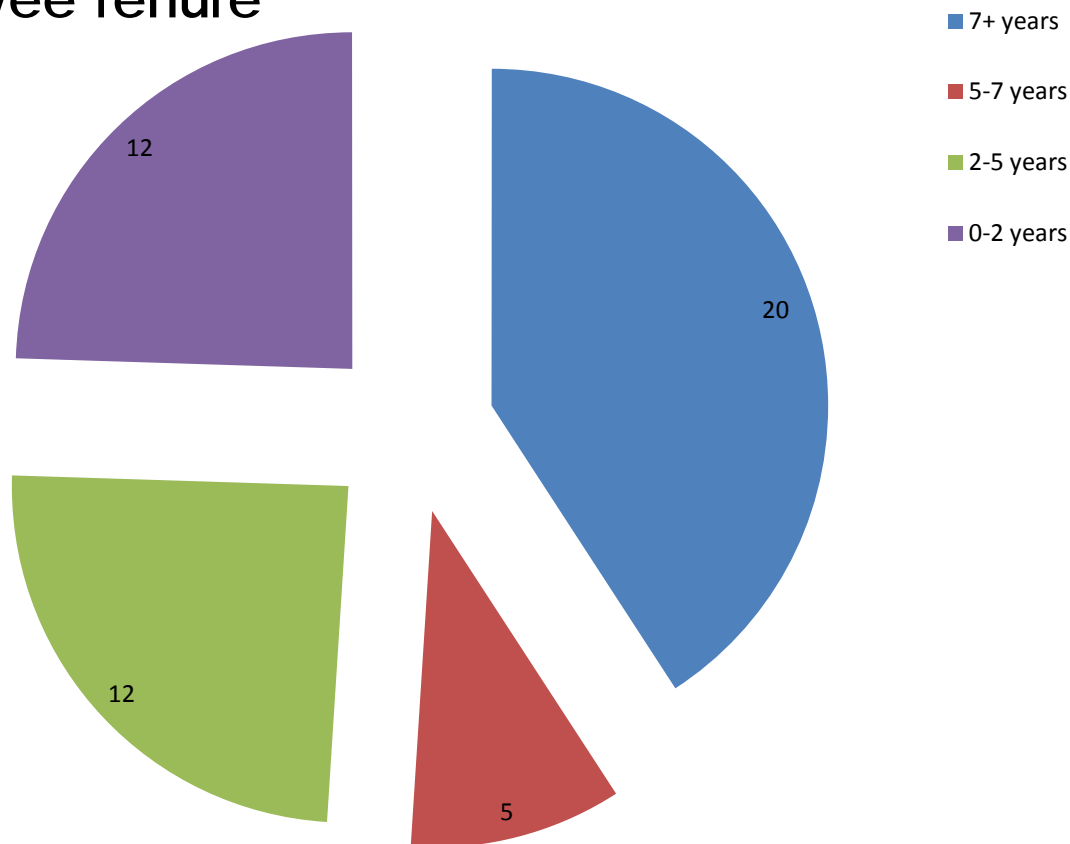
# Human Resources

Employee Benefits

Training and Education

Staffing

## Employee Tenure





**Happy Fall!**