



SHERIDAN
HUMAN RESOURCES

Proposal for Human Resources Solutions
September 2, 2026

Presented To:

Town of Arkwright

The Company:

Sheridan HR, LLC
6700 Main Street
Williamsville, NY 14221

www.sheridanhr.com

Description

Sheridan HR: A diverse group of specialists dedicated to crafting custom HR solutions for businesses of all sizes. We have seasoned experts who are committed to keeping your organization compliant, efficient, and well-managed. This expert drives the heart of our service as your dedicated HR Advisor.

Objective

We want to tackle your Human Resources Projects – from handbook and compliance updates to employee life cycle support. We aim to give you back time – time to focus on growing your business, aligning your vision and mission, or embarking on new journeys.

Why Choose Our Services

- We're about 25% the cost of hiring an internal HR manager.
- We're experts at improving our client's efficiency and culture.
- We help you focus on core competencies by delegating day to day tasks
- According to HR Sourcing statistics, approximately 45% of businesses spend an entire day or more every week dealing with HR related tasks. We can free up 20% of your week.
- We can help you retain your employees, saving you thousands. It's estimated that losing an employee can cost a company up to double the employee's salary.
- Engaged employees deliver at a rate 20% higher than the mean. We can help you keep your team members engaged and focused.
- Let's face it, you're busy. Letting us handle your HR frees you up to do what you do best, grow your business.
- Sourcing can reduce costs and help grow top line revenue by 40-70%. We can increase efficiencies, standardize and automate processes and help you train your employees.
- Developing and implementing our services now allows you to scale at a much greater rate.

Enhanced Support

Your company will have a dedicated HR Advisor, comprehensive audits, and proactive compliance support.

The Sheridan HR Solution

Services Offered: (Our promise to you. Our Process)

- Dedicated HR advisor who will lead:
- Creation of employee handbook and updates via addendums
- Address HR matters/questions
- Proactive federal and state law changes
- Employee Training
- Safety Trainings
- Monthly Scoop based on relevant and required compliance requirements
- Addressing employee HR concerns

\$240 per month



Meet your HR Advisor



Kristen Lopian: A SHRM Certified Comprehensive Human Resources Leader

Kristen Lopian is an accomplished Human Resources professional with extensive experience in conflict resolution, performance management, and benefits administration. Known for her strategic leadership and expertise in employment law, Kristen has built a reputation as a reliable and effective HR manager across various industries.

Kristen began her career in Human Resources in 2004 at CCE Software, Inc., in Fredonia, NY, where she served as the Human Resources Manager. During her tenure, she managed accounts payable, accounts receivable, payroll procedures, and benefits administration. She also supervised interns, developed customer websites, and maintained employee files, ensuring compliance with federal guidelines for H1b renewals.

Her next role was with Chautauqua County in Mayville, NY, as an Operations Assistant in Human Resources. From March 2008 to November 2008, Kristen maintained municipal records, ensured payroll accuracy, and managed employee transactions, adhering to civil service rules.

In November 2008, Kristen joined Jamestown City School District in Jamestown, NY, as an Account Clerk/Typist. She processed accounts payable transactions, tracked expenditures, and verified accounting packets to meet auditor specifications. After three years, she moved to Cassadaga Valley Central School in Sinclairville, NY, where she served as District Clerk and Secretary to the Superintendent. In this role, Kristen processed job applications, served as Records Management and Worker's Compensation Officer, and contributed to the development and implementation of a professional development system.

In October 2015, Kristen took on the role of National Human Resources Manager at InStream, LLC in West Seneca, NY. Over the next four years, she administered benefits, managed conflict resolution, and handled HR responsibilities for over 100 employees across seven states. Kristen also processed bi-weekly payrolls, performed daily time edits, and managed the entire employee lifecycle.

Kristen then became the Human Resources Manager at Betts Industries, Inc. in Warren, PA, a position she has held since September 2019. In this role, she served as a Subject Matter Expert for company policies and state and federal regulations. Kristen provided strategic leadership to her team, processed complex payrolls using advanced Excel formulas, and utilizes ADP and Global Shop (ERP) for data manipulation.

Kristen currently works as a Human Resources Advisor with Sheridan HR in Williamsville, NY. In this role, she provides expert HR consultation and advisory services, leveraging her extensive experience to assist clients with their HR needs.

Kristen's educational background includes a Master of Arts in Strategic Leadership from St. Bonaventure University, where she graduated with a 3.936 GPA. She also holds a Bachelor of Arts in Business Administration with a concentration in Human Resources from Houghton College, and has undergraduate coursework focused in Business Administration/Information Technology from Jamestown Business College and Jamestown Community College.

In addition to her professional accomplishments, Kristen has earned several certificates, including Web Development from Chautauqua County Government, Governmental Accounting II from the NYS Association of School Business Officials, and Emergency Management Fundamentals and Crisis Handling from FEMA.

Kristen is an active member of the Society of Human Resources Managers (SHRM) and has her SHRM certification. She has served as a co-leader and communications liaison for the PANY N.W. PA/Western New York Chapter. She is a previous member of the New York State School Boards Association (NYSSBA).

Kristen is also a proud member of the Chautauqua Leadership Network, where she is engaged in an intensive, yearlong, leadership program designed to enhance the skills of emerging leaders in the community.

Committed to her community, Kristen volunteers on various committees focused on school-to-work initiatives, supporting Warren County Schools and Career Center programs. Her dedication to professional excellence and community service makes her a valuable asset in the field of human resources. Kristen believes in continuing education and an organic approach to learning – meaning constant growth and evolution of skills through academics, professional development, and professional and personal experiences.

Conclusion

- Sheridan HR is committed to building a solid foundation for your business, create efficiencies and ultimately have Town of Arkwright stay in Compliance with New York regulations.