

TITLE | Director of Human Resources & Finance

ABOUT | Gina Kaspar joined BSM in 2001 and is located in Incline Village, Nev.
Prior to joining BSM, she spent 10 years working as a veterinary technician and small animal dietician. Ms. Kaspar also served as the Director of Shelter Operations for a local, no-kill animal shelter.



AREAS OF EXPERTISE | In her current role, Ms. Kaspar works closely with the company's president and CEO on financial and employee matters. Her primary responsibilities include:

- ✓ Executing payroll processes
- ✓ Overseeing employee benefits and related administration
- ✓ Onboarding
- ✓ Developing and implementing policies and procedures
- ✓ Educating and developing staff
- ✓ Ensuring corporate, state, and legal compliance
- ✓ Overseeing shareholder activities

In addition to the above duties, Ms. Kaspar also works with the Director of Accounting to develop and manage the following:

- ✓ Completing annual company taxes
- ✓ Developing and analyzing the company budget

ACHIEVEMENTS & CREDENTIALS

- ✓ [Certified Professional, Society for Human Resources Management \(SHRM-CP\)](#)
- ✓ Member of the Operational Leadership Team, which is responsible for internal BSM teams, operations, and functions, including customer tools and resources, support for consultants and clients, and oversight of online programs
- ✓ Contributing author to [Ophthalmic Professional](#) magazine
- ✓ [Notary Public](#)

DID YOU KNOW?

Gina loves working on home improvement projects with her husband, Brian, and playing guitar with her rock band, [Metal Echo](#).