



December 15, 2025

To Our Valued Customer:

Subject: Cindy Niemi: HR Administrator

I am pleased to announce that effective December 15, 2025, Cindy Niemi will assume full-time responsibilities as HR Administrator, SHAPES Unlimited.

In this role, reporting to the CEO and President, Cindy will have accountability to:

- Maintain personnel files, HRIS data, and confidential records in accordance with retention requirements
- Develop and update HR policies, procedures, and training materials
- Lead recruitment efforts, including job postings, screening, interviewing, and onboarding
- Support organizational change, employee transitions, and culture-building initiative

Cindy is a seasoned Human Resources professional with over 25 years of experience -most recently, she served at OneDigital, where she led HR consulting efforts. Cindy's career spans diverse industries, where she has consistently delivered results. With a strong foundation in HR strategy and a commitment to operational excellence, we welcome her expertise and contributions in support of our people-first vision, mission and values.

Cindy is a wife and proud mother, with her husband Jeff and their three children: Jeffrey (29), Nicholas (23), and Haley (20). Family is at the heart of everything Cindy does, she cherishes every moment with them. One of her favorite places to unwind is the beach, where she finds peace, joy, and a chance to recharge.

Please join me in welcoming Cindy to the SHAPES Unlimited Team.

Email: cniemi@shapesunlimited.net

Phone: 330-726-0844 ext 125

Thank you for your continued support.

Best Regards,



Doug Rende
Chief Executive Office and President