

JESSICA CLAIRE

100 Montgomery St. 10th Floor • (555) 432-1000 • resumesample@example.com

Professional Summary

Results-driven Senior HR Leader with forward-thinking approach centered on company success and competitive growth. Demonstrated record of success in building successful teams and managing profitable operations. Well-versed in interfacing and consulting on business processes to drive results based on sound overall business judgment.

Skills

- Strategic Leadership
- Relationship building and retention
- Policy and Procedure Development
- Performance Metrics Analysis
- Consulting
- Business administration
- Staff Management
- Business Development
- Budgeting
- Program oversight
- Business planning
- DEI Initiatives

Education

M.S: Management, 12/2008

Southern Nazarene University - Tulsa, OK

Certifications

SHRM-SCP

SHRM-CP

PHR

Accomplishments

Achieved overall growth of HR and Payroll Outsourcing from 3 clients to over 25 resulting in increase of client revenue by over \$200k annually

Designed and implemented new HR Lite service offering to continue to grow HR Revenue

Achieved Life and Health Insurance license to expand service offering and increase revenue

Achieved CDR Assessment Consultant Certification to offer personality assessments to clients and increase revenue

Work History

Vice President of Human Resources, 10/2016 to Current

Care Initiatives – Oelwein, IA

- Collaborates with executive leadership to define organizations long-term mission and goals; identifies ways to support this mission through talent management.
- Identifies key performance indicators for organizations human resource and talent management functions; assesses organizations success and market competitiveness based on these metrics.
- Responsible for overall growth of HR and Payroll side of Business.
- Works with Marketing to enhance service offering and increase overall HR and Payroll client business.
- Researches, develops, and implements competitive compensation, benefits, performance appraisal, and employee incentive programs.
- Provides guidance and leadership to human resources team; assists with resolution of human resources, compensation, and benefits questions, concerns, and issues.
- Ensures compliance with employment, benefits, insurance, safety, and other laws, regulations, and requirements.
- Maintains knowledge of laws, regulations, and best practices in employment law, human resources, and talent management.
- Drafts and implements organizations human resource department budget.
- Participates in professional development and networking conferences and events.

Director of Human Resources, 10/2013 to 09/2016

Everlaw – Oakland, CA

- Ensures that every aspect of human resources incorporates the vision, values, and culture of the organization
- Plans, develops, implements and administers programs, procedures, and guidelines to help align staff with the strategic goals of the company
- Strategic business partner to the leadership team and will lead and direct organizational development, employee retention strategies, talent acquisition and employee development
- Directs process of organizational development that addresses issues such as succession planning, workforce development, key employee retention, organization design, workflow efficiency and change management
- Identifies company and clients' needs and proactively seeks to develop or enhance existing practices and procedures
- Develops staffing strategies that identify and cultivate effective and appropriate sources for employees for all job levels
- Develops and implements compensation strategies and structures that align with company goals
- Ensures the provisions of cost effective benefits plan; monitors benefits environment for cost savings
- Develops and implements training and development initiatives to address current capabilities and future training needs

Regional Human Resource Manager, 02/2008 to 10/2013

Res-Care, Inc. – Wytheville, VA

- Collaborate and partner with Human Resource Centers of Expertise to offer strategic HR-based solutions which may include workforce planning, total rewards, talent retention strategies, leadership development, performance management, and leadership coaching among other people practices
- Serve as key member of regional leadership team
- Work with HR Operations to ensure full organizational needs are met from an HR perspective
- Work with business and staffing Center of Expertise to translate workforce plan into actionable staffing plan and monitors progress toward execution
- Coach throughout organization and assists others in building coaching skills
- Create and maintain awareness of critical external business and industry factors and internal human resource philosophies, strategies, programs, and practices
- Provides process - and project leadership skills to assist business leaders in discovering/implementing HR solutions directly related to organizational capabilities.