

# Jessica Claire

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

## PROFESSIONAL SUMMARY

Goal-oriented Human Resources Specialist with over 10 years of experience in training protocol development and policy implementation. Strong financial acumen with demonstrated success in budget development and adherence. Accomplished in analyzing company needs and developing long-term solutions to meet personnel objectives. Well-qualified Human Resource Specialist with proven success in improving operations and solving problems. Highly proficient in building lasting relationships with key decision makers, customers and team members to further company goals. Ready to leverage training and experience to take on new professional challenges. Well-qualified Human Resource Specialist with proven success in improving operations and solving problems. Highly proficient in building lasting relationships with key decision makers, customers and team members to further company goals. Ready to leverage training and experience to take on new professional challenges.

## ACCOMPLISHMENTS

- Used Microsoft Excel to develop inventory tracking spreadsheets.
- Achieved accolades through effectively helping with hiring events.
- Documented and resolved personnel which led to better customer service for all personnel.
- Supervised team of nine staff members.
- Collaborated with senior management all several Directorates in the development of Personnel management while in the Hr HUB team.
- Achieved [Result] by completing [Task] with accuracy and efficiency.

## SKILLS

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>Flexible and Adaptable</li><li>Self-Motivated</li><li>Team building</li><li>MS Office</li></ul> | <ul style="list-style-type: none"><li>Data Entry</li><li>Teamwork and Collaboration</li><li>Attention to Detail</li></ul> |
|---|---|

## WORK HISTORY

### HUMAN RESOURCES SPECIALIST

05/2017 to 06/2022

#### Hellermanntyton Corp. | Southfield, MI

- Reviewed and screened applicant resumes to identify qualified candidates.
- Oversaw and managed over 100 hiring process and assisted human resources.
- Partnered with senior leadership to establish and develop corporate and HR policies and procedures.
- Liaised between management and employees to deliver conflict resolution, several times daily to alleviate problems and interpret compensation and benefits policies.
- Reviewed existing policies and procedures to make recommendations for enhancing work productivity, recruitment, hiring processes and talent management done in team building environment.
- Improved customer service rankings by quickly resolving issues to improve overall satisfaction.

### ADMINISTRATIVE OFFICER

06/2008 to 05/2017

#### Department Of Labor | Phoenix, AZ

- Managed all office/Directorate files and records for personnel and adhered to safety procedures to prevent breaches and data misuse.
- Supervised and guided over 50 new employees and responded quickly to daily questions to improve understanding of job responsibilities.
- Prepared weekly Situational Reports to various Correspondence, Awards writeups and read aheads on daily basis, assist business leaders with key decision making and strategic operational planning.
- Communicated corporate objectives across divisions through regular weekly meetings, and email correspondence and scheduled weekly status updates.
- Assessed over 150 personnel performance and implemented incentives and team-building events to boost morale.
- Established workflow processes, monitored daily productivity and implemented modifications to improve overall performance of personnel.
- Leveraged data, implemented new technology and revised procedures to support change.
- Implemented and monitored organizational plans and developed goals and strategies to address prioritized issues.
- Conducted scheduled yearly review and evaluation of systems and processes to maintain efficiency and proficiency across enterprise.
- Partnered with business leaders to achieve financial performance, expand clients and services and foster inclusive culture for all employees.
- Prepared weekly financial statements in Excel and PowerPoint for Senior Management personnel presentation.

### ADMINISTRATIVE OFFICER

05/2007 to 05/2008

#### Department Of Labor | Portland, ME

- Managed all Directorate files and records for clients and adhered to safety procedures to prevent breaches and data misuse.
- Oversaw office inventory activities by ordering and requisitions and stocking and shipment receiving.
- Supervised and guided new employees and responded quickly to questions to improve understanding of job responsibilities.
- Prepared weekly reports to assist 20 plus business leaders with key decision making and strategic operational planning.
- Communicated corporate objectives across divisions through daily correspondence and scheduled status updates.
- Established workflow processes, monitored daily productivity and implemented modifications to improve overall performance of personnel.

### ADMIN/LOGISTICS SPECIALIST

05/2006 to 05/2007

#### Netstar Technologies | City, STATE

- Coordinated all incoming and outgoing shipments to maintain schedules.
- Tracked supply, and equipment and product inventory quantities to maintain necessary levels.
- Issued timely and accurate responses to both internal and external inquiries.
- Tracked and managed transfer paperwork such as packing lists.
- Tracked orders and notified customers of status or potential delays.
- Generated documentation and information required for customer shipments.
- Processed and entered customer orders into database and provided proactive customer service for accounts.
- Monitored and reported on transportation costs and properly filed shipping documents.
- Verified accurate account invoicing through collaboration with accounting department.
- Boosted customer satisfaction ratings by 75% by providing effective solutions

## EDUCATION

### No Degree | Various Training Human Resources/Security/DCIPS

06/2022

#### DIA Agency Professional Development, Washington DC

- Completed professional development in Administration
- Completed professional Development in Human resources

#### High School Diploma

06/1980

#### WSHS, Woodbridge, VA