

JESSICA CLAIRE

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SUMMARY

Equipped to handle wide range of human resources functions for companies with more than [Number] employees. Multi-talented and proactive leader with a deep understanding of all areas of HR management. Methodical and thorough professional with expertise in HRIS. Demonstrated success in improving [Type] company organizational structures, employee compensation and benefits administration. Analytical problem-solver and practiced conflict manager with a persuasive communication style. Knowledgeable about acts, requirements and standards covering areas such as equal employment, worker's compensation and disability support. Goal-oriented Senior Human Resources Manager enthusiastic about transforming and modernizing HR departments to meet changing company and industry demands. Specializing in employee relations and building morale at all levels. Ready to offer [Number] years' experience and a strong record of accomplishment to [Company Name]. Background includes policy improvements, employee turnover reductions, recruitment optimization and workforce streamlining. Effective at gathering and analyzing metrics to make optimal decisions governing company human resources. Results-driven [Job Title] leverages people and best practices to create accountable performance. Change agent with history of driving continuous performance improvements. Develops and executes strategies to attract, develop, engage and retain strong and diverse talent. Human Resources Manager offering [Number] years of management experience and development of high-performing teams through recruitment, training, organizational development and evaluation of performance. Strong record of accomplishment working with senior managers to build organization to meet performance goals. Strong background in directing hiring practices, designing pay structures, developing employee policies, managing employee payroll and benefits and working with executive team to develop talent acquisition and retention goals. Driven and decisive [Job Title] offering [Number]+ years of experience managing human resources teams to deliver compliance, personnel communication and workforce programs. Flexible and focused with expertise in recruitment and retention, mediation, staff training and development and complex problem resolution. Develops and implements HR strategies and initiatives aligned with overall business strategy. Respected Human Resources Manager seeking to apply expertise in [Area of expertise] in position with [Company]. Multi-task effectively on complex tasks in [Type] environment while adhering to deadlines. Promote communication and coordination among departments. Highly-focused and ambitious Human Resources Manager bringing [Number]+ years management experience with extensive customer service, public relations and philanthropic background. Astute and proactive problem-solver possessing elevated business and operations acumen honed through progressive career history, diverse industries knowledge and accomplished education. Talented in key HR functions, spanning employee hiring, training, development and retention-promoting relationship building.

SKILLS

- Labor negotiations
- HRIS proficiency
- Policy optimization
- Building morale
- Equal employment laws
- Employee engagement
- Leadership development
- Recruitment and hiring
- Training development
- Compliance
- Staff compensation
- Team building
- Planning and coordination
- Organization
- Inventory management
- Business operations
- Security systems
- Team management
- Relationship development

EXPERIENCE

Sr. Human Resources Manager , 09/2016 - Current

Thermo Fisher Scientific Inc. – Hillsboro, OR

- Evaluated and updated compensation strategies to offer competitive employment packages and attract top-notch talent.
- Reduced HR budget by [Number]% by developing new processes and improving workflow.
- Supervised and coordinated activities of human resources staff, delegating tasks relating to employment, compensation and employee relations.
- Launched innovative incentive program to achieve low turnover rate in highly competitive market.
- Supported onboarding of new employees by supplying key job information, including organizational policies, job duties and employment benefits.
- Established measures to promote diversity and drive equal access to opportunity and advancement.
- Created and implemented highly effective and individualized human resource solutions for clients.
- Conducted research to maintain up-to-date knowledge of relevant legislation and regulations and promote compliance with requirements.
- Drove departmental efficiency by organizing comprehensive new hire training and orientation.
- Partnered with cross-functional departments to develop, support, administer and maintain [Software].

HR Manager, 03/2012 - 08/2016

Infostretch – Washington, DC

- Strengthened and enhanced processes for managing complaints by leading thorough investigations into incidents and concerns.
- Developed organizational filing systems for correspondence, communications, records and reports.
- Facilitated new hire onboarding by scheduling training initiatives, resolving issues and processing paperwork.
- Scheduled random drug testing for employees to diminish regularity risks.
- Conducted research to maintain up-to-date knowledge of relevant legislation and regulations and promote compliance with requirements.
- Improved operational efficiencies by creating filing systems to maintain confidential employee documents and reports.
- Executed strong negotiation skills to see both sides and worked to reach agreements to satisfy both parties.
- Established measures to promote diversity and drive equal access to opportunity and advancement.
- Supervised and coordinated activities of human resources staff, delegating tasks relating to employment, compensation and employee relations.
- Created and implemented highly effective and individualized human resource solutions for clients.

HR Manager, 02/2007 - 02/2012

Infostretch – Santa Clara, CA

- Analyzed compensation and benefits policies to develop modifications and establish competitive programs.
- Improved operational efficiencies by creating filing systems to maintain confidential employee documents and reports.
- Reduced accidents in workplace by implementing safety policies and procedures.
- Conducted research to maintain up-to-date knowledge of relevant legislation and regulations and promote compliance with requirements.
- Executed strong negotiation skills to see both sides and worked to reach agreements to satisfy both parties.
- Established measures to promote diversity and drive equal access to opportunity and advancement.
- Strengthened and enhanced processes for managing complaints by leading thorough investigations into incidents and concerns.
- Scheduled random drug testing for employees to diminish regularity risks.
- Developed organizational filing systems for correspondence, communications, records and reports.

EDUCATION AND TRAINING

MBA: Business, 05/2022

Rutgers University School of Business - Camden, NJ

Bachelor of Arts: Psychology, 05/2013

Rutgers University - Camden, NJ

CERTIFICATIONS

- ServSafe