

JESSICA CLAIRE

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

PROFESSIONAL SUMMARY

Diversely skilled, Accomplished leader, offering distinguished career in strategic planning, policy and budget development and global operations leadership for high profile not-for-profit organizations. An Ex-Military Officer of Judge Advocate General branch with broad legal knowledge ,who has provided counsel to government organization for 15 years. Adept at facilitating growth by developing various levels of organization and building cohesive teams. Collaborate effectively with senior management to align defined objectives to achieve mission-critical results. Strong contributions creating and executing effective recruiting, training, and performance optimization strategies as well as leadership development. Politically savvy partner with ability to drive cross-functional collaboration and facilitate a harmonious team environment conducive to organizational efficiencies and overall metrics improvements.

ACCOMPLISHMENTS

- Collaborated with team of 600 volunteer's in the development of SEWA(SERVICE) project during DEMONITIZATION 2016.
- Collaborated with team of 80 volunteers in the development of CLEAN INDIA GREEN INDIA and planted 800 trees across highways.
- Initiated and implmentd and ensured ,project UMEED(HOPE) team of 35 members for 15%free education of total strength in every educational institute.

SKILLS

- Human Resources Allocation
- Employee Development
- Hiring Trends and Analysis
- Administering Disciplinary Procedures
- Policy Improvement Recommendations
- Negotiation Tactics
- Budget Administration
- Accident Investigation
- Drafting and Administering Contracts
- Health and Safety Programs
- Compensation and Benefits Administration

WORK HISTORY

DIRECTOR HUMAN RESOURCES, 03/2015 - 03/2016

Keurig Dr Pepper – Cape Coral, FL

- Directed each phase of hiring process, encompassing employment verification, employee relations investigations, criminal background checks and onboarding.
- Structured compensation and benefits according to market conditions and budget demands.
- Developed succession plans and promotion paths for staff.
- Liaised between multiple business divisions to improve communications.
- Devised hiring and recruitment policies for 250 employee company.
- Implemented behavioral-based performance management system to define expectations, standards and key performance areas.
- Achieved regulatory compliance with no adverse audit findings for facilities, documentation compliance or safety.
- Created and implemented safety protocols to successfully reduce workplace incidents 80%.
- Drafted and implemented policies, procedures and employee handbook for over 300+ employees.
- Maintained "open door" policy to encourage employee communications and resolution of issues.
- Coordinated and worked with management on performance evaluations, supervisory practices, dispute resolution and employee accountability.
- Identified, created and implemented formal performance management guidelines to reduce inconsistencies 20% and increase productivity 47%.
- Selected medical, dental, short and long-term disability, life insurance and workers compensation programs for employees.
- Tracked and reported metrics to identify trends and establish goals to meet business needs.
- Followed programs closely to assess effectiveness and make proactive changes to meet changing demands.

ATTOREY aT LAW, 08/2007 - 03/2015

PUNJAB AND HARYANA HIGH COURT, CHANDIGARH – City, STATE

- Litigate to resolution or trial large caseload of variety of legal types, including commercial and civil litigation, family law, and employment matters.
- Negotiated 14 settlements as defense counsel with banks and Debt Recovery Tribunal saving
- Acted as advocate for clients, providing them with comprehensive legal counsel and defending their rights in case-by-case basis.
- Conferred with clients and witnesses to determine facts and supporting legal issues of claims.
- Advised clients regarding claim liability, business transactions, and their legal rights and obligations.
- Researched statutes and court decisions to build legal basis for hundreds of matters.
- Drafted court documents, including legal briefs, complaints, answers, counterclaims, and discovery responses and requests.
- Oversaw gathering of documents and information for use throughout discovery
- Used critical thinking to break down problems, evaluate solutions and make decisions
- Developed and maintained courteous and effective working relationships

DAJAG (DEPUTY ASSISTANT JUDGE ADVOCATE GENERAL), 03/2004 - 03/2007

HEADQUARTER WESTERN COMMAND (CHANDIMANDIR) 03/2004 – City, STATE

- Provided options for resolving contract issues across entire life cycle, including pre- and post-award contract matters, solicitations, competition, acquisition planning, contract award, contract administration, claims, disputes, terminations, appeal and litigation.
- Provided legal support from strategy to source selection to production and sustainment to contract specialists and contracting officers and oversee multi million contract actions to ensure compliance with statutes, regulations, and Army policies.
- Prepared 9+ reports on application for trial by General Court Martial and 100+ Summary Court Martial
- Prepared 15+post confirmation petitions on General Court Martial.
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity
- Performed duties in accordance with applicable standards, policies and regulatory guidelines to promote safe working environment
- Developed and implemented performance improvement strategies and plans to promote continuous improvement
- Maintained energy and enthusiasm in fast-paced environment
- Used coordination and planning skills to achieve results according to schedule

EDUCATION

GED: 05/1996

LL.M ,UNIVERSITY LAW COLLEGE - PUNJAB UNIVERSITY, CHANDIGARH

LL.B CRIMINAL LAW,BUISNESS LAW,INTERNATIOAL LAW, 05/1995

UNIVERSITY LAW COLLEGE - PUNJAB UNIVERSITY,CHANDIGARH

Associate of Arts: ECONOMICS,POLITICAL SCIENCE,GEOGRAPHY(HONS), 05/1992

GOVT COLLEGE FOR GIRLS - CHANDIGARH