

JESSICA CLAIRE

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 (555) 432-1000

 Montgomery Street, San Francisco, CA 94105

SKILLS

- Benefits Administration
- Personnel Records Maintenance
- Orientation & On-boarding
- Innovated
- Exceptional Interpersonal Skills
- Detail Oriented

EDUCATION

Brazosport College
2009
Office Administration-Information Processing

Brazosport College
2010
Associate of Science Degree

Brazosport College
2011
Construction Site Safety Technician (CSST)

SUMMARY

Self motivated, organized, and detail-oriented Human Resources Professional. Progressive experience in records management and software. Proven ability to multitask in a fast-paced environment and quickly adapt to new situations and systems. Independently coordinate and prioritize job responsibilities to meet changing priorities and deadlines. Work effectively with all levels of employees and management.

EXPERIENCE

Blue Cube, LLC - Administrative Specialist; Human Resources & Labor Relations
City, STATE • 09/2015 - Current

- New hire orientation & on-boarding
- Manage new hire benefits and personal information paperwork and I9 verifications
- Manage Life Changing Events, personnel records maintenance, and create pdf fillable forms
- Schedule employee suspensions and terminations
- Submit EICs for all employee changes
- Act as a focal point and information resource for internal and external client and direct request to appropriate Subject Matter Expert (SME)
- Provide data request by HR managers and leaders
- Ensure Olin, Government & State Required postings are placed throughout Olin sites
- Manage Olin HR (Blue Cube) file share and administer DCP HR functional mailbox
- Assist with HR projects and active participation on future projects team

The Dow Chemical Company - Administrative Specialist; Human Resources & Labor Relations
City, STATE • 04/2015 - 09/2015

- Assisted Dow Chlorinated Products (DCP) HR & Labor managers and HR Director
- Supported in relocating over 2000 Dow employees globally to a new company
- Aligned departments and cost centers to a DCP employee
- Initiated global relocation documentation and manage follow up with leaders/transferees/Global Mobility
- Coordinated locations and meetings for HR Roadshows in North America
- Managed HR information regarding department reorganizations, reporting structures, and people movement
- Managed of daily administrative activities utilizing global and site HR tools and processes
- Scheduled, coordinated, and participated in HR team meetings both as a facilitator and contributing member
- Managed Questions and Answers from DCP employees through Project Blue Cube website
- Send out HR announcements to DCP employees through DCP HR functional mailbox
- Generated EICs/UEICs for DCP employee changes, and maintained DCP organizational charts
- Generated reports from Global Tactical and DCP Master list and provided data to HR Director and clients

Kelly Services, Inc - Executive Assistant; Dow U.S. Apprenticeship Program
City, STATE • 03/2015 - 04/2015

- Supported the US Apprenticeship Program & staff across U.S. sites
- Scheduled interviews with candidates, meetings with apprentices and offsite events
- Managed SharePoint, file share, and on-boarded/off boarded apprentices
- Trained department personnel on new hardware or software
- Assisted apprentices with payroll, Cintas uniforms, shoes, safety glasses, etc.

Kelly Services, Inc. - Administrative Role, Epoxy Technology Center & POPG Technology Center
City, STATE • 08/2011 - 04/2015

- Assisted the Global Improvement Leaders (GIL's), Technology Center Associates (TCA's), admin leader, building occupants, visitors (Dow employees & Suppliers), and back up Admin's
- Arrange all details related to domestic and international travel including working with global admin partners
- Manage leader's calendars, to include responding on behalf of, scheduling meetings, conferences, etc.
- Focal point for Tech Centers WebEDMS, library, MOC Tool, and conference rooms
- Request purchase orders, manage supplies, FedEx shipping, work orders, and file share management
- Administrator for the Epoxy University, Epoxy Tech Center & POPG Tech Center websites
- Ensure compliance with Dow Security and Safety requirements for all incoming visitors, prepare passport/visa, prepare monthly expense reports (GERS), and provide workstation support on a need basis
- On-board and off board employees
- Active team member on various departmental teams
- Submitted expense reports through Concur for leaders and provided workstation support on a need basis

Kelly Services, Inc. - Administrative Role, Environmental Data & Information Management
City, STATE • 2008 - 08/2011

- Assisted The Environmental Tech Center: Materials, Global Emissions Inventory (GEI), IT Systems, and Waste Characterization Office (WCO) and participated in conference calls across Dow globally
- Administered GEI Tool and GEI Core Team functional mailbox and directed requests to appropriate Subject Matter Expert (SME), maintained appropriate network distribution lists, file and group shares, updated contact lists, processed approved MOCs, deleted and modified changed logs, added blank records for reporting new chemicals, validated and loaded emissions into loader, granted security access to tool, maintained related global training materials to ensure appropriate training, ran and tested reports, ran queries to maintain work
- Participated with IT department by tracking break fix (software bugs) and enhancement reports into a spreadsheet, communicated technical problem statues and resolution to appropriate network(s)
- Maintained electronic inventory (EXCEL) of all waste profile documentation
- Managed and communicated Registry MOC notifications, updated tracking spreadsheet, searched and captured MSDS's, prepared and uploaded templates

The Dow Chemical Company - Cooperative Education / Office Administrative Assistant
City, STATE • 07/2006 - 2008

- Assisted The Toluene Diisocyanate (TDI) Production and Polyurethanes staff
- Provided Document Administrator assistance, updated and revised procedures
- Maintained TDI's library including creating binders, filing, printing, managed P&IDs, and copying department documents and created a 2008 safety calendar with pictures of employees' families and safety quotes.
- Entered daily production reports into Dow Diamond (SAP), trained in payroll and pulled Client Account Reporting System (CARS) reports on a monthly basis.
- Revised and updated documents in the WebEDMS tool including sending e-mails to owners of documents for record retention.

COMPUTER SKILLS

MS Office (Outlook, Word, Excel, PowerPoint, Access)
Applications (PeopleSoft, HRIS, Standard Register, SAP, Security administration, InfoMap, WebExpression, WebEx, WebEDMS, Concur, etc.)