

# JESSICA CLAIRE

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## SUMMARY

Employee-focused Human Resources Representative/Recruiter with detailed knowledge of organizational human resources policies, services and practices. Essential facilitator of key operational details relevant to company onboarding and exit procedures, assisting employees with smooth transitions on either end. Accommodating Recruiter focused on sourcing high-quality candidates and minimizing turnover to enhance team productivity. Coordinated and organized professional with 2 years of vast experience managing employee relations activities in fast-paced, growing company. Attentive listener committed to building strong, trusting relationships with staff and management. Reliable with experience in managing day-to-day operations and fulfilling organization staffing needs. A proven leader with a track record of executing priority tasks and optimizing workflow. A team player with excellent communication skills, high quality of work, driven, and highly self-motivated. Capable of handling multiple projects with a high degree of accuracy, keen attention to detail, and strong organizational skills.

## SKILLS

- SHRM SCP Certified (2022)
- Type 65 WPM
- Proficient with MS Office and Publisher
- Notary
- Team Player
- Time Management
- Conflict Management
- Public speaking
- Data analytics
- Critical thinker and innovative problem solver
- Personnel Engagement
- Affirmative Action
- Benefits Administrator
- Employment Recordkeeping
- In-Person and Telephone Interviewing
- Employee Hiring
- Affirmative Action Guidelines
- New Hire Onboarding
- Decision Making
- Human Resources Management Systems
- Employment Data Tracking
- Performance Appraisal
- Employee Relations
- Work Complaint Handling
- Candidate Searching
- Employee Orientation
- Recruitment Management
- Equal Employment Opportunity (EEO)
- HR Policy/Procedure Development
- HR Information Systems
- Confidential Document Control
- Talent Acquisition
- Performance Management
- Workplace Diversity Cultivation
- Staff Training and Development
- Benefits Administration
- Customer Relations
- Microsoft Office Suite
- Compassionate supervisor and mentor
- Taleo

## EXPERIENCE

- 12/2018 to Current    **Human Resources Representative/Recruiter**  
**Aew Capital Management** – Los Angeles, CA
- Assists the local and corporate HR offices with designing affirmative action reports, processing federal withholding forms, and enacting emergency action plans
  - Performs onboarding and orientations for new employees, completes new hire forms I9, W4, Withholding Certificate, and Personal Data Form
  - Creates and maintains a positive and responsive work environment by designing employee events and diversity outreach coordinator liaison with clients for potential new employees
  - Serves as the wellness coordinator responsible for implementing annual flu clinic, organizing wellness biometric health screenings, and administering health club discount programs
  - Office Space allocation, Open new requisitions
  - Assist the local and corporate HR Department with various HR-related tasks; use corporate systems to maintain employee records and process personnel actions
  - Answer basic policy and procedure questions as needed
  - Schedule and coordinate interviews, presentations, meetings, training sessions, and conference calls
  - Demonstrate knowledge of HDR policies and procedure
  - Assist employees with benefit-related questions and issues, and refer more complex questions to Corporate HR
  - Completed onboarding and new hire orientation for employees.
  - Planned and conducted new employee onboarding.
  - Assisted with outreach and recruitment activities to acquire qualified talent.
  - Prepared data and produced various reports using HRIS system.
  - Enforced compliance with federal, state and local employment regulations and laws from EEO to ADA.
  - Established and maintained trusted relationships around organization to optimize business and employee experience.
  - Maintained human resources records by processing applications and resumes.
  - Delivered inquiry-related data and insights to improve overall employee experience.
  - Participated in educational opportunities and read technical publications, updating job knowledge.
  - Partnered with senior HR team to communicate company standards and policies.
  - Spearheaded diversity, equity and inclusion efforts to meet company diversity goals.
  - Provided essential support to address individual HR needs of employees.
  - Safeguarded human resource information, maintaining employee confidence and protecting operations.
  - Established and generated various reports to verify HR compliance.
  - Assisted with recruitment initiatives by interviewing and talent sourcing.
  - Worked cross-functionally to optimize efficiency and execute on HR business processes.
  - Assisted candidates with application processes by answering questions about application, performing background checks, providing I-9 forms and handling drug screening paperwork.
- 12/2012 to 12/2017    **Administrative Assistant**
- Served as the wellness coordinator responsible for implementing the annual flu clinic, organizing wellness biometric health screenings, and administering health club discount programs
  - Liaison for building management troubleshooting any real estate issues
  - Diversity Outreach coordinator for all NY/NJ offices
  - Assisted the local and corporate HR offices in designing affirmative action reports, processed federal withholding forms, and enacted emergency action plans.
- 12/2011 to 12/2012    **Paralegal**  
**Genesco Inc** – City, STATE
- Prepared bill of motions, discovery, summons, complaints, discontinuance stipulation, and closing documents for settlements and trial preparations
  - Utilized Lexis/Nexus and Westlaw for legal research
  - Obtained medical records and visit summaries from treating physicians
  - Maintained and updated automated files
  - Assisted clients in obtaining referrals for Epidurals, surgical procedures, MRIs,
  - Radiology, etc.

## EDUCATION AND TRAINING

- 12/2020    **Bachelor of Science: Human Resources Management**  
**Southern New Hampshire University** - Hooksett, NH  
/ Dean's List (2020)
- Minor in English