

JESSICA CLAIRE

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Professional Summary

Discerning Human Resources Business Partner with 8 years of progressive human resources experience. Well-versed in all functional areas of HR; including labor law compliance, employee relations, full-cycle recruiting, leave of absence and ADA accommodations. Results driven with proven success in understanding business needs, earning credibility and establishing relationships with employees at all organizational levels. Skilled in working under pressure and adapting to new situations and challenges to best enhance organizational goals.

Skills

- Working knowledge of HR policies, employment laws and industry best practices
- Strong business acumen and ability to prioritize
- Proactive problem solver
- Keen attention to detail and able to multi-task while maintaining quality of work
- Highly organized and able to adapt quickly to changing priorities
- Proficiency in EMS/Applicant Tracking Systems (Taleo, BrassRing, Workday)
- Excellent written and verbal communication skills
- Ardent aptitude for learning
- Recruiting and Interviewing
- Labor Relations Coordination
- Onboarding, Training and Development
- Administering Disciplinary Procedures, Exit Interviews and Processes
- Policy Improvement Recommendations
- Drafting and Administering Severance Agreements

Work History

Human Resources Business Partner, 09/2021 to Current

Mahle, Inc. – Murfreesboro, TN

- Serve as consultant for Senior Management and HR leadership to develop strategic initiatives to improve suite of services, enhance engagement and fully optimize systems
- Analyze HR metrics and trends to identify issues and provide solutions
- Maintain knowledge of legal requirements to ensure regulatory compliance with all federal, state, and local employment laws
- Collaboratively work with management and workforce to improve morale, address workplace issues, and build engagement at all organizational levels
- Partner with management and other applicable parties in the execution and resolution of problems to mitigate organization risk
- Regularly consult with business leaders on health of region(s), providing HR guidance as needed
- Manage recruitment and onboarding process, verifying all pre-employment requirements are met; managing an average workload of 50 requisitions/positions
- Manage introduction of new talent to the organization, ensuring all new employees are thoroughly versed in company policies and procedures
- Investigate and liaise with company legal department to respond to complaints of harassment, discrimination, employee grievances and other sensitive issues, and prepared position statements for EEOC
- Provide guidance on policies and procedures to ensure consistent application and responses to provide appropriate investigation actions and reach resolution of grievances
- Conduct exit interviews and offboarding for client group to gain insight on employee experience and areas in need of improvement
- Follow programs closely to assess effectiveness and make proactive changes to meet changing demands
- Instructed senior leaders on appropriate employee corrective steps
- Oversee and support annual company wide performance and bonus process

Human Resources Generalist, 01/2020 to 09/2021

McLane – San Bernardino, CA

- Served as company's sole HR Generalist for 3,500 employees for 1.5 years
- Administered Onboarding/New Hire Orientation for all onsite employees.
- Served as a consultant for all HR related matters such as employee grievances, promotions, transfers, injury reports, and employment terminations.
- Partnered with management and other applicable parties in the execution and resolution of problems to mitigate organization risk.
- Conducted confidential investigations of claims of harassment, discrimination, and workplace violence; ensuring appropriate responses to lawsuits, EEOC complaints, etc.
- Served as a liaison between employees and management; overseeing and providing guidance on policy interpretation, workplace rights, performance reviews, corrective action plans, and employee advancement
- Revised and implemented company policies and procedures relating to human resources activity
- Managed Unemployment vendor relationship, managing responses, appeals, and overseeing claims to completion
- Managed Workers' Compensation vendor relationship; including claim submissions, leaves, restrictions, return to work and accommodations
- Prepared and submitted organization's annual OSHA 300A report
- Partnered with legal vendor to administer and oversee EEO-1 reporting, H1-B and EB-3 processes
- Managed employee rewards program

Recruiting Coordinator, 11/2016 to 03/2019

Anduril Industries – Washington, DC

- Provided recruiting and administrative support for (5) recruiters across South Region
- Responsible for requisition management activities including: creating requisitions, routing for leadership approval, and posting to internal and external career sites
- Reviewed and updated job descriptions and position specifications as needed
- Maintained applicant and hire information via Applicant Tracking System and HRIS tools, ensuring accuracy of data for reporting and recruitment analysis purposes
- Reviewed applicants to determine if position requirements were met
- Sourced and sought out passive candidates via on-line databases and networking with local organizations
- Conducted initial screenings and administered job assessments when applicable
- Processed and administered hiring documents including: offer preparation and extension, negotiation and onboarding initiation
- Monitored and maintained contact with candidates in onboarding process and scheduled new employee orientation upon clearance
- Business partner and liaison to HR Generalists and Hiring Managers regarding career site listings, sourcing strategies, candidate profiles, and onboarding statuses
- Partnered with training department to schedule new hires for new employee training
- Generated ad hoc and routine reports including but not limited to: requisition status reports, new hire reports, and assessment reports
- Conducted requisition audits to ensure EEO & OFCCP compliance
- Scheduled, advertised, and coordinated job fair and career events
- Developed and maintained recruitment procedure manual that outlined intricate steps of region recruiting process

Human Resources Coordinator, 06/2015 to 11/2016

Sysco – Saint Paul, MN

- Maintained records and files in accordance with state and federal laws
- Collected and processed employee paperwork in a timely manner including: employee record updates, education assistance requests, employee recognition and rewards, and promotion documents
- Managed sensitive and confidential information
- Assisted with data entry into HRIS system and maintenance of personnel files
- Prepared and distributed reports related to HR activity
- Educated employees regarding company benefits
- Fielded employee inquiries and concerns and distributed correspondence to appropriate parties, if necessary
- Assisted with administration of leaves of absences and workers' compensation
- Processed initial response for unemployment claims and communicated hearing details
- Assisted with recruitment tasks including: reporting, applicant tracking and screening, eligibility verification, scheduling interviews, preparation and presentation of offers, pre-employment testing, preparing new hire packets, and maintaining candidate files
- Coordinated travel arrangements and accommodations for training purposes
- Assigned and maintained key card access to office locations
- Coordinated weekly and monthly team meetings

Education

Bachelor of Science: Business Management, 12/2014

Clemson University - Clemson, SC

- Emphasis: Human Resources Management
- Minored in Accounting
- Member of SHRM, Clemson Student Chapter
- Member of Delta Sigma Pi Business Fraternity