

JESSICA CLAIRE

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

Summary

Highly driven Human Resource Manager with 8 years of experience in a full range of HR functions to include employee relations, benefits and compensation, legal compliance, recruitment, employee engagement, performance management, and managing change & transition. Experience working in automotive manufacturing, oil & gas, and dairy production industries.

Skills

- Fluent in English & Spanish
- Demonstrated leadership and communication skills
- Self-starter, exceptional interpersonal skills
- HR management, Employee relations
- Ability to influence stakeholders
- Employment laws knowledge
- Performance management
- Ability to manage multiple priorities
- Business Acumen, strategic partnerships
- Payroll accuracy
- Change Management, adaptability
- Time management skills, problem solver
- Experience with Benefits
- Excellent customer service
- Staffing and Recruitment
- Proficient in Microsoft Word, Excel, & Powerpoint

Experience

Human Resources Manager, 02/2021 to Current

City Of Huntington Beach, Ca – Huntington Beach, CA

- Managed full-cycle HR operational activities for the dairy product manufacturing plant and 4 logistics branches supporting over 400 employees.
- Leadership- Influenced senior leaders and implemented HR initiatives to increase organizational effectiveness, lead strategy and tactics to positively impact overall business outlook and HR metrics.
- Compensation- Identified gaps and created compensation structures to align with market conditions and budget parameters.
- Talent management- Collaborated with onsite leadership team to identify key training needs and developed plans and timelines for design and delivery.
- Implemented change management techniques as the organization transitioned to a new company's policies, culture, structure, HRIS, procedures, etc.
- Investigated workplace issues with professionalism and sensitivity.
- Formulated corrective action plan through analysis of management feedback and consultation with employee.
- Trained & consulted managers and staff on HR best practices and protocols to reduce litigation.
- Recruited top talent for vacancies to fill open positions with qualified staff.

HR Business Partner, 07/2019 to 07/2020

Panera Bread (Pr Management Corp) – Pembroke, MA

- Acted as first point of contact for employees regarding employee relations issues and concerns about motivation and job satisfaction.
- Supported various locations including, Jourdanton, San Antonio, Chapman Ranch, Robstown, Tyler, 3 offices in Pleasanton, and one in Shreveport (LA).
- Conducted employee investigations regarding potential policy violations.
- Developed and maintained relationships across all levels of management and departments to resolve issues and meet strategic goals.
- Facilitated employee terminations, exit interviews and new hire orientation & executed RIFs.
- Conducted employee information meetings on employment policies, benefits and compensation.
- Ensured payroll accuracy and assisted with issues concerning time entries.
- Assisted business and line managers with interpreting and administering HR policies and programs in addition to guiding them through performance appraisals, career planning, and succession planning.
- Screened and reviewed employment applications; interview applicants as required.
- Ensured we were in compliance with federal and state laws, regulations, and local policies.
- Coordinated engagement projects such as open houses for 1 location in San Antonio & 3 in Louisiana.
- Prepared data and produced various reports using HRIS system.

Human Resources Manager, 05/2015 to 03/2019

City Of Huntington Beach, Ca – Huntington Beach, CA

- Point of contact for managing employee relations for 500 variable work force team members.
- Served as a consultant to management for human resource related inquiries regarding our contractors to minimize legal risk; knowledgeable of employment laws, federal leaves, and regulations (EEOC, FMLA, USERRA etc.).
- Experience engaging with all levels of organizational leadership and stakeholders daily.
- Staffing experience through responsibilities including interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining contractors; addressing complaints and resolving problems.
- Prepared monthly attrition reports, lunch and learn reports and analyzed data for irregular trends to create countermeasures for the company's success.
- Guided team members throughout the transition from being an Aerotek contractor to a Toyota employee through setting meetings with their management for individual evaluations and developmental coaching.
- Hosted roundtables and educational sessions for team member feedback to be reported to Toyota management and make appropriate changes to increase team member morale and overall satisfaction.
- Responsible for completing terminations, conducting workplace investigations regarding policy violations, tracking attendance & performance, orienting new hires, ordered and distributed PPE.
- Multitasked in a fast paced environment while effectively communicating with contractors, potential contractors, client contacts, and internal contacts.

Recruiter, 09/2014 to 04/2015

Aleut Support Services Llc - Main – Texarkana, AR

- Identified, sourced and interviewed potential candidates for a variety of clients within the industrial, manufacturing, and clerical fields.
- Facilitated high volume recruiting during a period of ramp up for clients.
- Performed orientations for new employees, as well as hosting job fairs.
- Provided direct customer service to largest accounts in the branch.
- Performed background checks, 1-9 verifications, and drug tests.
- Carried out administrative tasks as front desk attendant and recruiter such as managing the appointment calendar, receptionist duties, faxing, mailing out, filing, data entry (new employees & payroll information), etc.

Education and Training

Bachelor of Arts: Sociology, Psychology, 2014

The University of Texas Pan- American, Edinburg TX

Master of Arts: Industrial And Organizational Psychology

Argosy University - Dallas, TX

Postponed