

JESSICA CLAIRE

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

SUMMARY

Efficient Human Resources Assistant performs variety of clerical and technical support services for HR department. Supports pre-employment, staffing and on-boarding processes and troubleshoots issues to meet company needs. Exhibits high level of discretion to handle sensitive and confidential information.

SKILLS

- New Employee Orientations
- HR Policies and Procedures Expertise
- Hiring and Onboarding
- Negotiation Tactics
- Hiring and Firing
- Health and Safety Programs
- Problem Solving
- Relationship Building
- Payroll Administration
- Staff Training and Development
- Payroll and Benefits Administration
- Performance Evaluations
- Verbal and Written Communication
- Work Planning and Organization
- Critical Thinking
- Understanding of HR Policies
- Administrative Skills
- Managing Applicant Inquiries
- Detail-Oriented
- Applicant Tracking Systems ATS
- ADP Workforce Now
- Resume Screening
- Unemployment Claims
- LinkedIn Sourcing
- Recruiting and Sourcing
- Applicant Sourcing
- Candidate Sourcing
- Talent Acquisition
- Cold Calling
- Leave of Absence Transitions
- Employee Hiring

EXPERIENCE

- 04/2020 to Current **Human Resources Coordinator**
Affinity Gaming – Saint Joseph, MO
- Provided recruiting activity reports to management utilizing industry-specific software and guidelines.
 - Troubleshoot identified HR problems and implemented corrective actions to prevent recurrence.
 - Maintained records of payroll forms, leave notifications, employee files, benefits information and workers' compensation files.
 - Conducted background checks, reference checks and employment verification.
 - Facilitated delivery of HR services by establishing and maintaining positive relationships with teams and leadership across organization.
 - Processed salary changes stemming from merit increases, promotions, bonuses and pay adjustments.
 - Engaged in data collection, identifying organizational needs and development solutions.
 - Worked on 401(k) administration, FMLA and workers' compensation claims and benefits.
 - Transmitted enrollment, termination and alteration information to vendors within established timeframes to keep changes up-to-date.
 - Guided new hires through orientation and onboarding and explained documentation requirements to facilitate HR process.
 - Developed and maintained training materials and benefits packets for new hires.
 - Reviewed and processed payroll-related actions to drive data accuracy and comply with company policy and federal and state regulations.
 - Posted job announcements and pre-screened applicants to candidates for available positions.
 - Optimized traceability, developing organizational filing systems for confidential employee records and reports.
 - Submitted monthly, quarterly and weekly reports to management for mandatory reporting.
- 11/2017 to 03/2020 **Staffing Consultant**
Some (So Others Might Eat) – High View, WV
- Communicated duties, compensation, benefits and working conditions to potential candidates, enabling solid understanding of job expectations.
 - Brought in well-qualified, multifaced job candidates to fill open positions. (Over 15 hires and 225 calls a week)
 - Reviewed referral candidates and contacted qualified individuals to request applications.
 - Negotiated candidate salaries and prepared employment contracts.
 - Trained and mentored newer recruiters in successful strategies for interviewing and qualifying candidates.
 - Built and leveraged professional network connections which provided continuous and relevant applicant sources across diverse industries and experience levels.
 - Created and maintained strong alliances with local colleges and trade schools to establish trusted relationship and continuous funnel of applicants.
 - Strengthened operational efficiencies and traceability by developing organizational systems for maintaining confidential employee records and reports.
 - Performed professional and technical recruiting in areas of skilled trade, finance, IT, Data analyst, Operations management, Customer service, etc.
 - Contacted job applicants to inform of application status.
 - Managed and updated recruitment ATS and CMS software. (JobDiva , Lever)
 - Advertised and promoted open positions using social media and digital marketing procedures. (Indeed, Career Builder, Monster, Dice, LinkedIn, Facebook).
- 08/2014 to 11/2017 **Human Resources Assistant**
Ibero-American Action League, Inc. – Geneva, NY
- Explained human resources policies and procedures to employees.
 - Assessed employee performance and issued disciplinary notices.
 - Answered employee questions during entrance and exit interview processes.
 - Managed communication regarding employee orientation and open enrollment for benefits.
 - Selected and interviewed candidates for all available positions.
 - Managed employee onboarding with enriching internal and external training development of both online and traditional environments.
 - Initialized background checks for potential new hires.
 - Ran queries and reports through ADP system.
 - Advised leadership and personnel on driving HR policies, union negotiations and business strategy implementation.
 - Mentored staff through constructive feedback, performance assessments and professional development opportunities.
 - Aided senior leadership during executive decision-making process by generating daily status and maintenance activity reports that recommended corrective actions and improvements.

EDUCATION AND TRAINING

- 06/2014 **High School Diploma**
Newtown High School - Elmhurst, NY