

# JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105  
(555) 432-1000 - resumesample@example.com

## PROFESSIONAL SUMMARY

Multi-talented Human Resources Executive successful at streamlining costs and maximizing company profile in job market. Versed in EEOC and other relevant compliance statutes. Excellent organizational and time management skills with ability to prioritize and manage multiple tasks.

## SKILLS

- Human resources
- Recruitment / Human Resources
- Human Resources Management (HRM)
- Human resources knowledge
- Human resources management
- Production line management
- Manufacturing management
- Timely safety audits
- Materials management
- Quality assurance
- OSHA regulations
- Safety and compliance
- Operations management
- Staff Management
- Training skills
- Metrics management
- Production planning
- Continuous improvements

## WORK HISTORY

- 01/2019 to Current **Human Resources**  
**Dewolff Boberg & Associates** – Grand Junction, CO
  - Led and provided direction for human resources team of 5.
  - Structured compensation and benefits according to market conditions and budget demands.
  - Educated management on successful policy implementation and enforcement actions to prevent employee legal entanglements.
  - Directed and controlled various benefit programs, including 401K, medical, dental and vision packages.
  - Assessed and aligned compensation packages to market to attract highly qualified applicants for organizational vacancies.
  - Liaised between multiple business divisions to improve communications.
  - Collaborated with senior management and performed helpful tasks, including benefits analysis, corrective action planning and big-picture data capturing.
  - Streamlined HR efficiencies, coordinated new hire orientations and provided onboarding and training for over 75 new employees.
  - Motivated employees through training and recognition.
  - Created and implemented training documentation and social audit compliance systems and auditing processes through automation.
  - Utilized PropelHR system to convert all payroll and benefit programs.
  - Reduced workers' compensation claims by instituting corporate safety training program.
- 10/2016 to 01/2019 **Production Manager**  
**Vivendi** – Franklin, TN
  - Planned, organized and managed operations, including ordering materials and supplies, workflow management and timely production.
  - Implemented scheduled maintenance, retooling production status sheets and driving tasks to achieve scheduling effectiveness.
  - Directed manufacturing process and operational efficiency procedures to achieve goal of first run capability.
  - Created and updated department work instructions and reports on regular basis.
  - Delivered operating plans and growth objectives.
  - Verified documentation of all process control parameters.
  - Worked with Quality Manager to achieve proper segregation and recycling of rework.
  - Addressed personnel issues and scheduling conflicts promptly.
  - Routinely improved product quality and reduced delivery costs.
  - Escalated safety and quality issues and initiated remedial actions promptly.
  - Directed improvements in safety, product quality, service and cost efficiency.
  - Determined suitable crew requirements, scheduled employees and worked with Human Resources to meet changing production schedules.
  - Planned, directed, coordinated and assigned manpower to meet aggressive production schedules.
  - Supervised staff by boosting performance and training on efficiency and productivity protocols.
  - Completed required safety training programs for packaging/bottle filling environments.
  - Managed continuous improvement initiatives to drive gains in quality, flow and output.
  - Implemented quality improvement changes to minimize product defect rates.
  - Standardized production procedures, job roles and quality assurance guidelines.
- 01/2013 to 10/2016 **Production Supervisor**  
**Tech Air** – El Paso, TX
  - Conducted routine inspections of incoming materials to check quality and compliance with established product specifications.
  - Boosted production throughput and quality by revamping procedures and monitoring strategies.
  - Evaluated team member performance every year to identify and resolve productivity concerns.
  - Evaluated employee skills and knowledge regularly, providing hands-on training and mentoring to individuals with lagging skills.
  - Maintained clean and well-organized production areas to avoid violations or unnecessary work delays due to hazards or inefficient layouts.
  - Implemented job rotation program to identify and quickly resolve root cause issues bottlenecking production levels.
  - Oversaw equipment modifications and upgrades.
  - Set and revised production schedules to meet changing demands.
- 08/2010 to 12/2012 **Mailing Inkjet Supervisor**  
**Indexx, Inc.** – City, STATE
  - Maintained excellent attendance record, consistently arriving to work on time.
  - Managed quality assurance program, including on-site evaluations, internal audits and customer surveys.
  - Resolved conflicts and negotiated mutually beneficial agreements between parties.
  - Developed team communications and information for production meetings.
  - Saved \$7500 annually by implementing cost-saving initiatives that addressed long-standing problems.
  - Drove operational improvements which resulted in savings and improved profit margins.

## EDUCATION

08/2021 **Associate of Science: Management**

Greenville Technical College - Greenville, SC