

JESSICA CLAIRE

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

SKILLS

- Payroll management
- Policy and procedure creation and adherence
- Compensation and benefit management
- Recruitment/Onboarding/Pre-Employment Screening
- Conflict resolution
- Personnel recruitment/strategies
- Investigative oversight
- HRIS system implementation and administration (Paycom & Paycor)

EDUCATION

- Walden University
Minneapolis, MN
Bachelor of Science: Psychology
- Garrett College
Mchenry, MD
Associate of Arts: Office Technology

PROFESSIONAL SUMMARY

Accomplished professional of Human Resources offering 15+ years of comprehensive experience developing HR functions, cultivating positive work environment and collaborating with all levels of management. Goal-oriented and personable. Committed to company culture and increasing organizational effectiveness.

WORK HISTORY

Capital Health Services - Carriage Inn Of Cadiz - Director of Human Resources
Cadiz, OH • 07/2019 - 11/2021

- Adhered to all federal and state guidelines and managed payroll and benefits for 100+ employees
- Developed and implemented policies, procedures, and employee handbook
- Supported strategic objectives outlined by Annual Operating Plan and Strategic Plan
- Managed open enrollment for benefits
- Ensured compliance with laws and regulations
- Structured compensation and benefits according to market conditions and budget demands
- Directed each phase of hiring process, encompassing employment verification, criminal background checks and onboarding
- Implemented, administered, and maintained HRIS system: Paycom
- Human Resources Department budget creation and management
- Led and strategically directed team of HR professionals
- Collaborated on hiring and training of new employees, professional growth of staff, team building and motivation
- Coordinated with management on performance evaluations, supervisory practices, dispute resolution and employee accountability
- Maintained "open door" policy to encourage employee communications and resolution of issues
- Maximized team knowledge and productivity by training, monitoring and directing employees in application of best practices and regulatory protocols

Brewer Science - Human Resources Specialist
Vichy, MO • 02/2017 - 06/2019

- Assisted management and employees with any Human Resources function such as benefit enrollment, recruitment, onboarding evaluations, and grievances
- Implemented and administered HRIS system: Paycor
- Adhered to all federal and state guidelines and managed payroll and benefits for 100+ employees
- Reviewed existing policies and procedures to make recommendations for enhancing work productivity, recruitment, hiring processes and talent management
- Contributed to annual performance appraisals by working with supervisors to achieve consistency and compliance with established procedures
- Conducted annual salary surveys and developed, analyzed and updated company salary budget
- Analyzed issues and employed improvement processes
- Served as liaison between management and employees to deliver conflict resolution, alleviate problems and interpret compensation and benefits policies
- Partnered with senior leadership to establish and develop corporate and HR policies and procedures
- Reviewed and screened applicant resumes to identify qualified candidates
- Maintained work structure by updating job requirements and job descriptions for positions
- Advocated for staff members and counsel supervisors to identify and resolve conflicts
- Oversaw and managed hiring process and assisted human resources

Mhm Services, Inc. - Interim Director of HR/HR Manager/Executive Assistant
Napa, CA • 07/2007 - 09/2016

- Devised hiring and recruitment policies for 350+ employee company
- Streamlined HR efficiencies, coordinated new hire orientations and provided onboarding and training for 200+ new employees
- Initiated and maintained workers compensation cases for tracking, reporting and legal mechanics
- Assisted with payroll processing and benefits for employees in various locations
- Updated training processes by reviewing existing documentation, leveraging feedback from associates, and working with legal and compliance teams
- Directed job fairs to bring in local talent for long term and seasonal positions
- Provided guidance on policies and procedures to harmonize responses, provide appropriate investigation actions and reach resolution of grievances
- Coordinated activities of human resources team, distributing resources and personnel effectively across organization to meet HR needs
- Maintained current knowledge of industry regulations and legislation to amend policies as needed and promote compliance.
- Briefed new hires on essential job information, such as company policies, employment benefits and job duties.
- Managed drug testing

Mountain Laurel Medical Center - Administrative Assistant
City, STATE • 06/2006 - 06/2007

- Served as principal administrative support for MLMC functions. Provided for needs of Board of Directors and had responsibility for care and maintenance of facility

AFFILIATIONS

- Member of the Society of Human Resource Management
- Member of Cumberland Valley SHRM Chapter
- Member and Secretary of Maryland Association of School Personnel Administrators (MASPA) - 2015
- Member of the Board of Directors for Mountain Laurel Medical Center 2015-2016
- Member of the Board of Directors for Our Town Theatre 2016-2017