

# Jessica Claire

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

## PROFESSIONAL SUMMARY

Dynamic Human Resources professional dedicated to showcase my leadership, organizational and fiscal management abilities as well as demonstrate my skills in cultivating rapport with individuals to optimize goals and output within an organization and deliver innovative improvement strategies.

## SKILLS

- Good Verbal and written communication skills
- Working Knowledge of ADP, Adobe PS
- Ability to use judgement and experience to resolve employee issues related to time & attendance, payroll, org policies & procedures.
- Ability to handle multiple tasks and prioritize efforts by maintaining calendars and deadlines organized
- Knowledgeable in Microsoft Office programs and Google Suite
- Adaptable to Changing Conditions
- Work well independently or in group setting
- Knowledgeable in federal and state grants (ASES, ASSETS, 21st CCLC)
- Ability to manage social media platforms to create new content for stakeholders

## WORK HISTORY

### HUMAN RESOURCES ASSISTANT 11/2021 to CURRENT

#### Ipg Photonics Corporation | Minneapolis, MN

- Created and completed personnel action forms for new hires, terminations, title changes and pay rate changes
- Created and posted positions through approved recruitment channels.
- Responsible for maintenance of daily employee transactions on ADP such as: Transfers, promotions, voluntary and involuntary separations, etc
- Coordinates with payroll department in timely manner to ensure accuracy of final wages (retros, transfer codes, etc.)
- Assist in day to day functioning of HR providing input and suggestions on projects and initiatives, addressing employee questions and concerns, and ensuring legal compliance
- Monitor, identify and report all incidents of potential employment violations, (observed, reported or suspected) immediately to HRBP (i.e. Harassment, Policy violations, work place injuries/accidents, etc.). Conduct internal investigations as may be necessary and ensure appropriate actions are taken in a timely manner.
- Update and manage new hire and employee files. Coordinate record keeping and data accuracy. Audit Records periodically to ensure quality.
- Manages written and verbal communications with employees, managers and candidates in professional manner.
- Complete special projects by conducting research and developing and organizing information (e.g Organizing live scan mobile services, create partnerships with TB consultants, prepare staff for job fair opportunities, creating online data hub for employees to reference required documents, create job descriptions, etc.)
- Provide guidance, interpretation and support to employees and business leaders on Org Policies and best practices
- Creating and maintaining data entry/tracking sheets as needed
- Maintains highest level of confidentiality in securing fingerprint, I-9 Documents, applicant data, and any other information requiring safekeeping
- Worked with HRBP on: managing and conducting employee relations investigations, completing unemployment claims, processing Leave of Absence requests, guiding employees through workers compensation claims, COVID Cases (SB-95 compensation), school partner mandates, etc.
- Creating streamline processes such as onboarding process, payroll approval, and offer letters (new hire/promotions/demotions)
- Creating and updating job descriptions for new and evolving roles within the organization
- Helped Marketing team create flyers for promotion of different positions & site specific events

### HUMAN RESOURCES COORDINATOR 01/2021 to 11/2021

#### Albertsons Companies | Grandview, WA

- Responsible for maintenance of daily employee transactions on ADP such as: Transfers, promotions, voluntary and involuntary separations, etc
- Prepares exit materials for separation of employment
- Coordinates with payroll department in timely manner to ensure accuracy of final wages
- Summarizes and reports regional payroll information
- Assist in day to day functioning of HR providing input and suggestions on projects and initiatives, addressing employee questions and concerns, and ensuring legal compliance
- Update and manage new hire and employee files. Coordinate record keeping and data accuracy with HRIS department at Home Office. Audit Records periodically to ensure quality.
- Verify accuracy of time/attendance data and payroll records. Demonstrate strong excel skills to compute and check data
- Oversees coordination and scheduling of new hire induction
- Responsible for preparing and delivering new hire and onboarding presentations and subsequent trainings to 10-60 new hires across organization
- Manages written and verbal communications with employees, managers and candidates in professional manner.
- Maintain correspondence with applicants and colleagues
- Ensure appropriate communication of schedule to all HR Sites
- Provides support to program departments and regional hub office
- Complete special projects by conducting research and developing and organizing information
- Takes and records accurate and legible individual finger and four finger impressions on Live Scan System. Knowledge of proper techniques in obtaining legible impressions.
- Provide guidance, interpretation and support to employees and business leaders on Org Policies and best practices
- Creating and maintaining data entry/tracking sheets as needed
- Maintains highest level of confidentiality in securing fingerprint, applicant data, and any other information requiring safekeeping
- Worked with HRBP on: managing and conducting employee relations investigations, completing unemployment claims, processing Leave of Absence requests, guiding employees through workers compensation claims, COVID Cases (SB-95 compensation), school partner mandates, etc.
- Helped Talent Acquisition team create flyers for promotion of different positions

### SITE COORDINATOR 10/2014 to 12/2020

#### Teledyne Technologies | Milpitas, CA

- Manage day-to-day operations of expanded learning program at school site.
- Complete paperwork, and meet deadlines; inputting attendance, submitting supply requests, planning program activities/field trips, maintain documents for federal compliance, approve timesheets, etc.
- Maintain accurate records [i.e attendance rosters, student enrollment & consent forms, staff sign in sheets, etc.].
- Recruit students as needed to meet daily/weekly/monthly attendance goals.
- Interview potential employees to meet the needs of the school partner while upholding the organization's mission and values.
- Develop and implement interesting and interactive learning mediums to meet academic, intellectual, and social emotional needs of students.
- Establish and maintain positive relationships, and communication with school personnel, program staff, students, and families regarding all aspects of student involvement in expanded learning program.
- Connect with instructional day staff to increase student success and program alignment.
- Assist with student to staff ratio when necessary, facilitate classes and clubs as needed in absence of regularly assigned staff.
- Assist Regional Supervisor in training new colleagues in Site Coordinator role and responsibilities.
- Attend and participate in agency and department required professional development.
- Travel to off-site meetings and trainings.

## EDUCATION

Major: Graphic Design Minor: Visual Communication

### FIDM/Fashion Institute of Design & Merchandising, Los Angeles, CA

#### High School Diploma

05/2014

#### Bishop Conaty – Our Lady of Loretto High School, Los Angeles, CA

## LANGUAGES

Spanish:  
Negotiated: