

JESSICA CLAIRE

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PROFESSIONAL SUMMARY

Able to function in a fast-paced work environment with a high sense of urgency. Able to establish strong working relationships and support team members' growth and success. Multi-talented Startup Founder successful at managing any company role in order to maximize business success from start up. Visionary Leader with excellent history of raising capital across multiple funding rounds from investors and taking companies to Initial Public Offerings. Seasoned Management Consultant well-versed in Trucking business operations, needs and best practices. Strategic thinker and analytical problem-solver with 16 years of experience in the industry. Pursuing new professional challenges with growing company. Enthusiastic and dedicated employee with high integrity, strong work ethic and great leadership skills. Over 16 years of experience building revenues, improving processes and driving business growth through up and down markets.

Resourceful and meticulous Recruiter with over 16 years of experience communicating and collaborating effectively with all levels of personnel, agencies, hiring managers and candidates to maximize talent quality. Solutions-oriented relationship builder focused on cultivating and maintaining industry partnerships to maintain consistent candidate pipeline

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SKILLS

- Recruitment and hiring
- Records management
- Excellent oral communication
- Recruitment and training
- Project multitasking
- Employee relations
- Recruiting and selection techniques
- Talent assessments
- Referral networks and applicant sourcing
- Background checks
- Fluent in English
- Oilfield knowledge
- Oilfield specialist

WORK HISTORY

Human Resources, 05/2019 - Current

Dewolff Boberg & Associates – Winston Salem, NC

- Worked one-on-one with clients to improve specifications
- Maintained work structure by updating job requirements and job descriptions for all positions
- Completed human resource operational requirements by scheduling and assigning employees
- Maximized team knowledge and productivity by effectively training, monitoring and directing employees in application of best practices and regulatory protocols
- Improved office efficiency by effectively managing internal communications and correspondence
- Set, enforced and explained HR policies to team members to cultivate compliant and satisfied workforce
- Reviewed job applications to identify, vet and recommend optimal candidates
- Communicated with potential hires to provide clarity on expected tasks, compensation and policies
- Partnered with CFO to create and revise annual budget for Auction services
- Served as main source of support to analysts
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- Assisted in planning of weekly Auction
- Developed, communicated and enforced all company policies and procedures
- Created and implemented highly effective and individualized human resource solutions for clients
- Improved overall business knowledge to enhance company leadership
- Managed all human resources and labor relations activities for organization of 150 employees

Truck Driver, 10/2003 - Current

Bi-Mart Corporation – Veneta, OR

- Completed preventative maintenance and mechanical repairs on vehicles
- Inspected truck for defects and safe operating condition before, during and after trips
- Secured loads with proper strapping and bracing techniques to prevent damage to valuable assets across mile transports
- Communicated with dispatchers and other office personnel to handle two-way updates and adjust daily schedules
- Maintained daily, legible DOT log book and submitted corresponding documents
- Maneuvered trucks into loading or unloading positions, following signals from loading crew ensuring vehicle and loading equipment were properly positioned
- Maximized load safety by balancing, securing and weighing products
- Maintained accurate records with compliant invoicing, payment processing and daily logs
- Dropped and hooked trailers and changed configuration of equipment when necessary
- Enhanced customer relations by consistently delivering shipments according to schedule and quickly addressing any concerns
- Finalized daily logs on schedule to update internal records and uphold DOT requirements
- Minimized delays by planning and adjusting routes to account for changing weather and traffic conditions
- Completed daily inspections, basic maintenance and common repair actions to keep equipment operating at full capacity
- Learned and applied safe driving techniques to avoid accidents
- Inspected tires, lights, brakes and gas, oil and water levels
- Attended and participated in all driver safety meetings
- Verified all dispatch instructions
- Collaborated with team members to develop and implement best practices while exceeding organizational goals
- Completed inspections and maintenance actions, as well as basic equipment repairs, to keep equipment operating at peak levels
- Transported oilfield equipment, goods, including hazardous materials, without incident
- Completed preventative maintenance and mechanical repairs on vehicles
- Secured loads with proper strapping and bracing techniques to prevent damage to valuable assets across mile transports
- Removed and unloaded packages from trucks for customer deliveries, using extreme care to avoid damage to goods
- Maintained current Class A CDL with Hazardous Materials and Doubles and Triples endorsements
- Contacted customers to report delayed delivery times, effectively reducing calls to support lines
- Contacted to report incidents and determine best methods for resolution
- Demonstrated safe driving by following all regulations and safety procedures, resulting in zero accidents over 16 Years
- Reported driving hours and data into shift logs for submission to Operations manager, maintaining high level of accuracy and detail
- Clearly communicated with dispatchers and , giving updated information, including estimated times of arrival and latest road conditions
- Loaded and unloaded vehicles and secured items for long road trips by using straps and chain equipment
- Developed and cultivated strong customer relationships through interpersonal, active listening and skills
- Loaded, balanced and secured product to safely transport goods across states
- Managed proper transportation of dangerous goods such as oilfield equipment with no incidents

Administrative Assistant, 04/2016 - 10/2018

Osf Healthcare – Davenport, IA

- Performed general office duties, including answering multi-line phones, routing telephone calls or messages to appropriate staff and greeting visitors
- Composed internal memos and external correspondence for senior management and reviewed all documentation to eliminate errors
- Managed office inventory by restocking supplies and placing purchase orders to maintain adequate stock levels
- Prepared packages for shipment, pickup and courier services for prompt delivery to customers
- Coached new employees on administrative procedures, company policies and performance standards
- Welcomed office visitors warmly and alerted staff to arrivals of scheduled appointments
- Offered departmental administrative support
- Sorted and distributed office mail and recorded incoming shipments for corporate records
- Routed incoming calls and faxes and drafted detailed messages to expedite response
- Monitored premises, screened visitors, updated logs and issued passes to maintain security
- Coordinated bookkeeping activities in QuickBooks and Lawson, including invoicing and accounts payable
- Monitored and tracked project performance data with spreadsheets to generate reports and keep management informed of important trends
- Managed and adjusted personnel scheduling for staff, monitoring resource allocation to provide optimal coverage and service
- Coordinated daily and weekly schedules and monthly calendar obligations
- Managed and adjusted personnel scheduling for 100 staff, monitoring resource allocation to provide optimal coverage and service
- Coordinated daily and weekly schedules and monthly calendar obligations

EDUCATION

GED: 11/1980

Odessa High School - Odessa, TX

GED: Basic, 06/1982

Odessa College - Odessa, TX