

# Jessica Claire

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SUMMARY	<ul style="list-style-type: none"><li>High energy HR Generalist with 6 years' experience maximizing organizational productivity for high-volume operations through benefits management and workforce planning. Broad background supporting operational level policy and planning to meet mission objectives. Skilled in collecting data, evaluating effectiveness, and developing strategic plans.</li></ul>
HIGHLIGHTS	<ul style="list-style-type: none"><li>• Staffing and recruiting professional</li><li>• Employment law knowledge</li><li>• Benefits administrator</li><li>• Manager coaching and training</li><li>• Performance management strategies</li><li>• Employee relations</li></ul>
EXPERIENCE	<p><b>HUMAN RESOURCES GENERALIST</b> <span style="float: right;">10/2014 to CURRENT</span></p> <p><b>Airgas Inc   Gastonia, NC</b></p> <ul style="list-style-type: none"><li>• High volume, full life cycle recruiting across 5 divisions.</li><li>• Managed company benefits and welfare programs.</li><li>• Processed all salary changes stemming from merit increases, promotions, bonuses and pay adjustments.</li><li>• Created and modified job descriptions within all departments.</li></ul> <p><b>HUMAN RESOURCES SPECIALIST (CONTRACTOR)</b> <span style="float: right;">08/2012 to 01/2013</span></p> <p><b>Airgas Inc   Gaylord, MI</b></p> <ul style="list-style-type: none"><li>• FMLA processing and tracking.</li><li>• Unemployment and workers compensation management.</li><li>• Employee relations for Virginia and North Carolina.</li><li>• Regulatory reporting such as Affirmative Action, VETS100, EEO &amp; OSHA.</li></ul> <p><b>HUMAN RESOURCES RECRUITER (CONTRACTOR)</b> <span style="float: right;">09/2011 to 02/2012</span></p> <p><b>Chartway Federal Credit Union   City, STATE</b></p> <ul style="list-style-type: none"><li>• High volume, full life cycle recruiting for the corporate center &amp; 64 branches across 10 states.</li><li>• Develop relationships with hiring managers to better determine skill gaps for hiring needs.</li><li>• Created marketing tools to highlight company benefits to prospective new hires.</li><li>• Reported recruiting metrics to support the development of sourcing pipelines.</li></ul> <p><b>HUMAN RESOURCES GENERALIST</b> <span style="float: right;">03/2008 to 06/2011</span></p> <p><b>Consumer Directed Choices   City, STATE</b></p> <ul style="list-style-type: none"><li>• Worked closely with the Director &amp; oversaw the HR department programs &amp; services.</li><li>• Developed an HR department strategic plan leading to department goals, mission statement &amp; systems to support the achievement of the overall business objectives.</li><li>• Initiated the development of HR metrics used to analyze trends.</li><li>• Cut employee turnover from 62% to 14% by improving the recruitment &amp; onboarding process.</li></ul>
EDUCATION	<p><b>BS</b>   Business Management &amp; Marketing <span style="float: right;">2006</span></p> <p><b>Siena College, Loudonville, NY</b></p> <p>Business Management &amp; Marketing</p>
VOLUNTEER	<p><b>Marketing Coordinator</b>- Buckhead, GA</p> <p>SHRM Geographical Emphasis Meetings (GEM)</p>