

JESSICA CLAIRE

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Professional Summary

Results-oriented Human Resources Specialist with broad experience in all areas of HR, including recruitment, policy development, performance management, training and development, organizational design and classification, and benefits administration. Previous experience include equities trading, marketing and advertising.

Skills

Highly organized, dedicated, and committed to professionalism. Seasoned professional whose honesty and integrity create effective leadership and optimal business relationships. Productive worker Highly adaptable, mobile, positive, resilient, patient risk-taker who is open to new ideas. Energetic performer consistently cited with solid work ethic who exerts optimal effort in successfully for unbridled passion for work, sunny disposition, and upbeat, completing tasks. Loyal and dedicated with an excellent work positive attitude. Proficient in Microsoft Office. Fluent in English record who is committed to excellence and team success through a and Tagalog with intermediate French. collaborative spirit.

Work History

Human Resources Manager, 08/2008 to Current

Bridgewater – Swampscott, MA

Initially started as Occupational Group Manager for Finance, Administration, and Human Resources for the United Nation's project of recruiting and building robust rosters according to Occupational Groups from all field applications through its former Talent Management System known as Galaxy which transitioned into its current one known as Inspira;

Manage and organize all hiring processes from start-to-finish of our unit's temporary vacancies as well as post specific vacancies - recruiting candidates, assessing resumes, interviewing, hiring, and onboarding of new employees;

Contribute to our division's business partnership, performance measurement, strategic advisory services, planning and oversight of delegated authorities for the United Nations' field missions;

Participate in the design, recruitment, development and retention of a high-quality civilian workforce for UN peace operations to obtain a "global, dynamic and adaptable" workforce. Collaborate in the Organizational Design, Development and Update of Staffing Structures of Field Missions;

Develop guidelines for planning staffing requirements as part of budget reviews of field missions;

Provided expert advice on the review of staffing requirements in mission planning and budget process;

Provide strategic direction, clear guidance, customized mission plans and frameworks, thoughtful advice, tools and comprehensive HR training and development;

Create positions and maintain staffing tables for field missions; Develop guidelines for monitoring and training on Organizational Management of field missions;

Participate in harmonizing functional titles and occupational groups as well as develop Generic Job Profiles or Job Descriptions for positions in field missions;

Provide field missions guidance on the United Nation's Benefits Administration, Performance Management, Communication Processes, Compensation and Salary Structure, Diversity Support, Classification of Posts and Administration of Justice in the UN's Internal System;

Currently involved in complex assignments such as the United Nations' mission wide classification of 19,000 posts;

Stockbroker - Certified Securities Specialist, 1998 to 07/2008

Workiva – Denver, CO

Licensed in Philippines Equities Trading, and acquired extensive knowledge in Philippine Economics, Fundamental and Technical Analysis of Equities;

Knowledgeable in Macroeconomics, Asian and U.S. Markets, and Experienced in Portfolio Management; Directed functions of Portfolio Management and their application in establishing as well as supervising good and sound investment plans for clients while providing great investment recommendations;

Conducted research on blue chip, second liner, and third liner companies listed in the index and monitored Philippine Stockmarket performance together with some other foreign markets;

Interpreted Financial Reports of Companies significant to clients' portfolios; Created, developed, and executed short and long-term financial strategies customized to meet client needs in profit- driven, customer-focused environments;

Expertise in investment strategies, portfolio/account management and growth; Performed financial, fundamental, and technical analysis as well as risk-tolerance assessment to advise high net worth and medium income clients on best option strategies while meeting their specific needs.

Product Manager, 01/1995 to 03/1997

Social Chain – Brooklyn, NY

Tasked to undertake specific functional objectives aimed at making the division achieve its mission and objectives, as well as contribute to overall Islacom corporate goals;

Prepared marketing plans and strategies designed to win market niche. Also developed price plans, promotions and discount programs, distribution strategies, overseeing implementation by sales and customer-service departments;

Responsible for conceptualizing Marketing Plans for a pioneering cellular service using GSM technology; Oversaw product management of Islacom's value added services;

Assessed market competition by comparing the company's product to competitors' products;

Provided information for management by preparing short-term and long-term product sales forecasts and special reports and analyses; answered questions and requests;

Brought new value added services to market by analyzing proposed product requirements and product development programs; preparing return-on-investment analyses; establishing time schedules with engineering and manufacturing;

Closely worked with production, accounting, and distribution departments to manage product development, test marketing,

refining, formal introduction and roll-out as well as advertising agencies;

Ensured that the follow up and after sale support is thorough and effective to maintain a positive relation with the customers.

Senior Account Executive, 08/1992 to 01/1995

McCann-Erickson Philippines, Inc – City, STATE

Directed contact with clients and acted as liaison to maintain communications among art department, production department, and client;

Met clients to discuss their advertising needs while devising a campaign that met their brief and budget and presented campaign ideas and costings to clients;

Represented client needs to art and production management and provided interpretive support to presentation; Ensured that client needs are met accurately and on time, which called for closely following the inhouse progress of the campaign;

Engaged effectively in campaigns and events management as well as marketing brand awareness and promotions programs of key accounts handled such as San Miguel Beer/Star TV.

Education

Bachelor of Science: Commerce - Major in Business Management, 1992

De La Salle University - Metro Manila, Philippines

Master Certificates: Human Resources, Finance, Etc/, 2013

Cornell University - Ithaca, New York

Master Certificate in Human Resources Management, International Human Resources Practices, Executive Leadership, High Performance Leadership, Change Management, Financial Management, Managing by Execution, Project Leadership, Leading Customer-Focused Teams, Supervisory Skills, and Advanced Certificate on Strategic Human Resources Management. (Completed Around 70 Courses by eCornell with MBA Level Content)