

Jessica Claire

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

SUMMARY

Human resources professional who values high performance and professionalism. Excels in organizational communications and employee training and development. Several years of comprehensive HR experience. Background in HR functions, including recruitment, conflict resolution, training and development, employee records management, HR policies and legal compliance, applicant tracking, and HRIS application

HIGHLIGHTS

- Training and development
- Recruiting
- Employee relations
- Personnel records maintenance
- Regulatory compliance
- Staffing and recruiting professional
- On-Boarding/ Off-boarding
- HRIS applications proficient
- Human resources audits
- Exceptional communicator

EXPERIENCE

HUMAN RESOURCES REPRESENTATIVE 05/2011 to CURRENT

Martin Marietta | Lakewood, CO

- Maintain enforcement of HR policies and procedures.
- Serve as contact for employees and managers regarding on-boarding processes.
- Designed training modules that implemented strategic business practices and organizational behavior training concepts.
- Monitor and administer HR policies and procedures
- Developed and provide training session to upper level management regarding employee life cycle
- Assist employees with inquiries regarding benefits, time administration and payroll matters
- Work collaboratively with HR Business Partners advising employees on employment matters/grievances
- Participate in work investigation in collaboration with Business Partners Review/approve promotions, transfers, overbase payments, RIF, terminations & retirement
- Maintain and monitor new hire Form I9 Compliance for all hires
- Assist managers and administrators with troubleshooting systems transactions
- Administer CORI/SORI background investigation for current employees and students
- Coach and advise managers and employees on HRIS functions
- Responsible for faculty (Physicians, Clinical Instructors, Nurse Practitioners) on-boarding/off-boarding.

HUMAN RESOURCES COORDINATOR 11/2015 to 06/2015

Akoustis Technologies, Inc. | Farmington, NY

- Key Aspects: Managed administrative functions, including job postings, recruiting needs, including, screening and sourcing qualified candidates, contacting applicants, conducting interviews, collaborating with department heads, aiding in selection process, acting as primary contact for applicants.
- Managed daily HR administrative functions and 2 direct reports Assisted managers and administrators through recruiting process Responsible for recruitment of temporary staff via use of various Temp Agencies Maintained company posting website via use intranet /internet Provided weekly report of job closings and vacancies Responsible for recruitment of administrative staff Sourced and screened resumes/ applications submitted online or via mail via OpenHire Partnered with managers to determine requirements for the position and appropriate compensation Conduct phone interviews, face to face interviews and reference verifications Administered CORI/SORI background investigations for selected finalists Drafted and revised job postings collaboratively with managers Coordinated Occ.
- Health scheduling and billing for selected candidates Coordinated annual EEO reports to provide to EEO Team.

HUMAN RESOURCES PROGRAM ASSISTANT 01/1 to 11/2015

Americorps | Saint Cloud, MN

- Key Aspects: Served as the first point of contact for staff inquires.
- Managed, organized and updated files, records, correspondence, and reports.
- Performed office services such as: filing documents, mail distribution, stocking equipment and supplies.
- Provided administrative support to the Benefits, Compensation and Employment Sections of HR Was responsible for front desk operations including answering multi- phone lines and walk-in services Coordinated weekly orientations for all new hires, including new hire packets, distribution of employment forms Monitored the flow of Keymasters to ensure employee records were processed and accurate Provided administrative support for various departments, assisted visitors and resolved a range of administrative issues and inquiries.
- Assisted with training of new HR staff members.
- Provided information to supervisors and coworkers Was responsible for maintaining highly confidential information.
- Responsible for providing Employment Verifications.

EDUCATION

Bachelors of Science | Psychology MAY 2017

Boston University, Boston, MA.

Psychology

SKILLS

administrative, administrative functions, administrative support, Benefits, billing, Coach, coaching, Editing, FileMaker, filing, forms, HRIS, human resources, HR, Excel, mail, office, Outlook, PowerPoint, Microsoft Word, multi- phone lines, payroll, policies, presentations, processes, recruiting, recruitment, SAP, scheduling, phone, Troubleshooting, Website