

JESSICA CLAIRE

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📍 Montgomery Street, San Francisco, CA 94105

EDUCATION

Cambridge College
Boston, MA • 1992

Master of Science: Management & Education

- 4.0 GPA
- Graduated Cum Laude

Cambridge College

Bachelor of Science
Business

Tulane University
New Orleans, LA

MBA

University of California
Berkeley, CA

Bachelor of Science: Sociology/
Psychology

Northwestern University
Evanston, IL

*Certified Employment Law
Specialist Program*

PROFESSIONAL SUMMARY

- Versatile human-resources executive with hands-on experience in diverse industries operating over multiple jurisdictions in multiple countries.
- Strategic professional who deploys participative management style in fast-paced, diverse workforce.
- Proactive change agent who spends time in employee environment encouraging learning and promoting the increased productivity that results in value-added customer service.
- Excellent team builder and consultant on personnel issues and organizational development.
- Human-resource strategy, objectives, policies, programs *Employee and management training
- Succession planning/management practices and programs
- Domestic and international recruitment, testing, and staffing needs
- Diversity programs
- EH&S management
- Employee-relations programs
- Compensation and benefits design/administration, including stock options, ghost plans, and deferred compensation
- Multi-unit management ,Operations management
- Performance management
- EEOC, AAP, OSHA, W/C, and other federal, state, and local compliance program needs, including training, investigation, and prevention programs

WORK HISTORY

Thermo Fisher Scientific Inc. - Human Resources & Protocol Manager
Emeryville, CA • 08/2016 - Current

- Oversee human resources at all facilities and offices throughout the Capital complex in top HR position for large, quality of life foodservice provider.
- Partner with executive management to grow the business through innovative human-resources management.
- Resolved employment-related disputes through proactive communication.
- Administered compensation, benefits and performance management systems and safety and recreation programs.
- Analyzed and modified compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
- Coordinated work activities of subordinates and staff relating to employment, compensation, labor relations and employee relations.

Legrand - Human Resources Manager
Saint Louis, MO • 08/2016 - Current

- Directed human resources at 19 remote facilities for business group that handled all the foodservice, cafeteria's, Starbucks, Dunkin Donuts and Taco Bell franchises on NSA campus.
- Collaborated with group Vice President and General Manager while assisting Director of Operations and site leaders in growing their businesses through innovative human-resources management.
- Assisted with employee relations for SCA and non-union facilities of other divisions.
- Designed and presented management-training programs ranging from first-line supervisors to senior- management teams to facilitate understanding of employment relations, diversity issues, employment law, recruiting, and organizational development; program functioned as cornerstone for union avoidance, employee retention, and increased employee morale.
- Initiated human-resources reporting system to update field managers, senior managers, and board of directors on progress of human-resources goals in areas such as recruitment, turnover, employee retention, recruitment cost, benefit cost, and cost-savings efforts.
- Updated key human resource metrics, including turnover and terminations, using reporting tools on the HRMS database.
- Developed and enforced company policy and procedures relating to all phases of human resources activity.

Capital Health Services - Sunnyslope - Senior Human Resources Generalist
Bowerston, OH • 2016 - 08/2016

- Oversaw HR for 15 remote locations in the DMV region for RELI Group of, largest provider of support services to Social Security Administration & Center for Medicare and Medicaid Management.
- Acted as consultant for several other locations throughout worldwide network of offices.
- Developed and enforced company policy and procedures relating to all phases of human resources activity.
- Updated key human resource metrics, including turnover and terminations, using reporting tools on the HRMS database.

GEER - Director of Human Resources
City, STATE • 1993 - 1994

- Developed leading-edge human resources organization.
- Oversaw P&L for HR, HRIS, travel, management coaching/counseling, organizational development, succession planning, standard practices, compensation, and benefits.
- Developed and implemented recruiting program, including Internet recruiting and developing pre-employment/post-offer background searches that helped to assure fit between candidates and jobs.
- Established communication programs to update employees, management, and field offices on company's new programs and changes.
- Incorporated benefits-program review that resulted in increase in 401(k) program participation from 25 percent to 95 percent and increased assets from \$1 million to \$14 million+.
- Reviewed and restructured health-benefit program without reducing benefits to employees; reduced cost from more than \$2 million for 225 employees to just over \$1.5 million for 600+ employees while improving claims payments and ability to introduce several wellness programs.
- Refined salary systems for all levels of employees with compensation programs that included stock options, 401(k), commissions, stock savings plans, bonus plans, and executive SERP plans.
- Trained in employee-relations law to negotiate with union and non-union work forces for dual projects and acquisitions.

The Corona Companies - Director Administration/Human Resources
City, STATE • 1989 - 1993

- Reported directly to CEO of sales and manufacturing divisions.
- Assumed and maintained P&L responsibility for administrative departments, including Human Resources, HRIS, MIS, Training and Development, Safety, Security, Internal Audit, Benefits and Compensation, Legal, Insurance, Travel, and Internal Investigations.