

JESSICA CLAIRE

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📍 Montgomery Street, San
Francisco, CA 94105

PROFESSIONAL SUMMARY

Dedicated HR professional with strong grasp of employment laws, compliance issues and benefits plans. Successfully introduces process improvements and staff-development initiatives to drive corporate goal attainment.

SKILLS

- In-depth knowledge of HR Compliance
- Society for Human Resource Management
- Employee recruitment
- Team building
- New employee orientations
- New employee orientations

EDUCATION

SUNY at Potsdam, New York
Potsdam, New York

*Bachelor of Arts: Psychology/
Sociology*

WORK HISTORY

Brink's Incorporated - Field Human Resources Manager
Austin • 05/2013 - Current

- Conducted employment verification and investigations.
- Responsible for employee relations/issues in 5 states
- Assisted in developing regional performance managements strategies with Regional teams and Vice Presidents.
- Developed training materials for new and experienced managers.
- Assisted with acquisitions and on-boarding of new Centers and teammates.
- Consulted with management team on performance management strategies.
- Answered benefits questions and assisted with enrollment.
- Developed and enforced company policy and procedures relating to all phases of human resources activity.
- Reviewed criminal background checks for new hires.
- Processed unemployment claims.
- Audited Centers for safety compliance, workers compensation reporting and employment records.
- Participated in Department of Labor inquiries.

Rich Products Corporation - Human Resources Manager
Gallatin • 04/2003 - 05/2013

- Educated and advised employees on group health plans, voluntary benefits and 401(k) retirement plans.
- Developed company personnel policies, standard operating procedures and employee handbooks.
- Developed and facilitated all new-hire orientations.
- Conducted employment verifications and investigations.
- Built a comprehensive employee recruiting strategy.
- Developed and enforced company policy and procedures relating to all phases of human resources activity.
- Facilitated the criminal background check process for new hires.
- Established and monitored employee pay scales.
- Offered fair and equitable compensation by comparing current salaries with market pay.
- Managed the employee rewards programs.
- Audited workplace, employee and management policies and procedures.
- Conducted salary survey research for both exempt and non-exempt positions.
- Developed innovative new-employee orientation programs, including safety training.
- Acted as liaison between employees and insurance carriers to resolve problems and clarify benefits.
- Shadowed employees to determine an accurate description of the duties and skills required for each position.
- Processed unemployment claims and acted as the company representative at unemployment hearings.

Charles River - Human Resources Administrator
Baltimore • 05/2002 - 03/2003

- Developed company personnel policies, standard operating procedures and employee handbooks.
- Developed and facilitated all new-hire orientations.
- Built a comprehensive employee recruiting strategy for highly specialized positions.
- Audited workplace, employee and management policies and procedures.
- Requested business visas for Swiss Nationals.
- EEOC tracking and recording.

Herman Miller Workplace Resources - People Resources Director
City • 02/1998 - 10/2001

- Independent leader relied upon as key member of senior management team, to integrate the human resources function within the overall business operating strategy.
- Recognized for ability to devise systematic solutions to corporate challenges, handled multiple tasks and communicated effectively with varied populations to arrive at win-win solutions.
- Processed unemployment claims and acted as the company representative at unemployment hearings.
- Acted as liaison between employees and insurance carriers to resolve problems and clarify benefits.
- Developed innovative new-employee orientation programs, including safety training.
- Audited workplace, employee and management policies and procedures.
- Developed and enforced company policy and procedures relating to all phases of human resources activity.