

JESSICA CLAIRE

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📍 Montgomery Street, San Francisco, CA 94105

EDUCATION

Oakland University
Rochester, MI • Dec. 2012

Bachelor of Science: Human Resources Development
Human Resources Development
3.73 Dean's List

Macomb Community College
Warren, MI • Aug. 2010

Associate of Science: General Business Studies
General Business Studies

SUMMARY

To obtain a Human Resources position in the Automotive Industry that would allow for the practical application of knowledge gained through 8 years of related work experience and my academic studies in the Human Resources Field.

ACCOMPLISHMENTS

Completed ZF's Leadership Training Program

EXPERIENCE

Amentum - Human Resources Generalist

Tinker Afb, OK • 04/2016 - Current

Main HR Representative for all Corporate Functions in North America including Communications, Finance, Information Technology, Human Resources, Materials Management, Race Engineering, Research & Development & Quality Departments.

- Partner with employees and management to develop and implement various Human Resources policies, procedures, laws, standards and government regulations.
- Assist the Human Resources Manager in the management of employee relations / labor relations.
- Conduct exit interviews and analyze data in order to formulate ideas for the management team for corrective action and continuous improvement; participate in developing department goals, objectives and systems.
- Respond to employee relation issues such as employee complaints, harassment allegations, health and safety concerns, and civil rights complaints; support training and orientation efforts as needed for the site.
- Manage the recruiting process for responsible area, including but not limited to: reviewing applications/resumes, scheduling and participating in applicant interviews to fill administrative, professional, and technical job openings; participate in the development of staffing processes and any job fair activities.
- Assist the Human Resources Manager in the discipline process with ZF management; provide advice to supervisors and professionals regarding personnel practices, policy and employment laws.
- Manage all payroll and benefits processes for responsible area, including but not limited to: benefits orientation/administration; payroll review/submission, paid time off processes, and FMLA case management.
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- Oversee both salary and hourly HRIS recordkeeping compliance as needed.
- Maintain records and reports to conform to EEO regulations.
- Ensure general safety compliance and manage workers compensation claims process.
- Administer and/or support local wellness programs; encourage participation and local buy-in.
- Participate in HR staff meetings and attends other meetings and seminars in the organization as needed.
- Maintain company organizational charts; maintain departmental metrics and assist with monthly reporting.
- Ensure local compliance with federal and state regulations concerning employment.
- Comply with all applicable ISO policies, practices and procedures.
- Participate in continuous improvement programs and provide support to team efforts.
- Maintain professional and technical knowledge by attending educational workshops, formal training, reviewing professional publications, establishing and expanding professional networks, and participating in professional societies.

Calumet Specialty Products - Human Resources Specialist

Porter, IN • 06/2015 - 04/2016

- Onboarding Specialist for Local, Expatriate and International hires and transfers.
- Processed visas for H-1B transfers, Green Card (PERM) filing, J-1 visas, L-1 and L-2 renewals.
- Coordinated temporary housing for expatriates and international students.
- Assisted in performance improvement plans and employee relations.
- Administrator for background and drug screens, process new hire IT Forms or transfer forms, enter new hires in KPP, new hire paperwork, I-9/E-Verify, create badges and enroll new hires in ADP database for payroll processing.
- Processed PO's and PR's for the HR department in SAP (including UP1, SP1, P14 and LP1).
- Recruitment - owner of requisitions, sort resumes, schedule interviews, conduct interviews, and assist in offer letter process.
- Administered general communications and announcements for building.
- Conducted and process exit interviews, terminations and transfers.
- General support for employee questions- Aspire, Concur, eTIME, JPM, Performance Reviews.

Cb&S Bank - Human Resources Assistant

Parsons, TN • 07/2014 - 06/2015

- New Hire Onboarding/Orientation- Background and drug screen administrator, process new hire IT Forms or transfer forms, enter new hires in KPP, new hire paperwork, I-9/E-Verify, create badges and enroll new hires in ADP database for payroll processing.
- Processed PO's and PR's for the HR department in SAP (including UP1, SP1, P14 and LP1 platforms).
- Assisted in Recruitment - sorting resumes, scheduling interviews, conducting interviews, and assist in offer letter process.
- Conducted and process exit interviews, terminations and transfers.
- General support for employee question.

Calumet Specialty Products - Human Resources Specialist

Burnham, IL • 11/2012 - 07/2014

- Performed on-boarding duties for new employees which includes sending out the offer letter, background, new hire paperwork, I-9 form/E-verify, benefit enrollment and updating the appropriate systems that pertain to each of Epitec's clients.
- Performed off-boarding duties for all employee's including relaying exit information and updating the appropriate systems with termination date.
- Human Resources Representative for all national employees.
- Epitec's Charity Officer that coordinates quarterly volunteering and donation opportunities to the community and national organizations.
- Coordinated service award ordering for milestone anniversaries.
- Processed increase requests for employees through specific clients.
- requirements.
- Assisted with weekly benefit auditing and yearly open enrollment coordination.
- Processed qualifying life event's for benefit purposes.
- Assisted with the preparation stages of immigration and visa filing (STEM EAD Visas, H1B Visas/ Transfers and Green Card Visas).
- Assisted in payroll processing including weekly hours collection and timely entry of vacation time, holiday time, expense transactions and changes for new hires and terms.
- Processed and track FMLA and leave of absence requests for employees.
- Processed and file worker's compensation claims for various states.
- Coordinated employee touch points for all active employees.
- Responsible for daily monitoring and responding to HR Help Desk requests.
- Generated HR metric reports for management to track turnover and retention rates.
- Coordinated PIP's for performance requirements per client basis.

American Axle Manufacturing, WHQ - Human Resources Co/Op- Organizational Development

City, STATE • 08/2012 - 11/2012

- Assisted with general administrative, clerical, analytical, and data input tasks for the Corporate Organizational Development Department.
- Supported the identification, enrollment and completion of 2012 training plans.
- Processed and validated course completions in compliance with AAM's TS16949 procedure.
- Assisted with outside vendor registration.
- Assisted with the compilation of monthly reporting.
- Developed a course program curriculum for Supervisor Training to target current issues within transitions.
- Assisted in the pre-implementation phase of a new competency model for AAM.
- Assisted in the launch of 2012 performance reviews.

American Axle Manufacturing, WHQ - Human Resources Co/Op- Office Services

City, STATE • 01/2009 - 08/2012

- Provided Office Services needs to all AAM associates globally.
- Assisted in the restructuring of procedures for the Office Services Department.
- Prepared and shipped domestic and international packages to various global sites using AAM customs procedures.
- Assisted Benefits Department in electronic filing project.
- Other duties as assigned by Human Resources Managers.

TECHNICAL SKILLS

- ADP
- B2B Systems/eTEMP System
- BeneTrac/ BenXpress
- Concur
- Cornerstone
- EchoSign/DocuSign
- Leave Provider Portals
- Microsoft Office
- Paychex
- PeopleSoft/Oracle
- SAP (Various Platforms)
- Various Background Check Vendors