

Jessica Claire

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

PROFESSIONAL SUMMARY

Customer-oriented General Manager with five years of experience focused on increasing the function of a organization, work environment, and the business concept. Adaptive and deadline-oriented with capacity to execute and complete multiple projects in high-stress environments. Meticulous leader and strategic planner with comprehensive managerial acumen, offering development achievements and business continuity.

SKILLS

- Project management
- Conflict resolution
- Labor Relations
- Efficient multi-tasker
- Organized
- Human Resource Management
- Performance Management
- Communication Skills
- Employee Relations
- Mentoring
- Psychological knowledge
- Family Medical Leave Act (FMLA)
- Timeline management
- Deadline-oriented
- Leadership
- Self-Starter
- Process Improvement
- Employee Engagement

WORK HISTORY

HUMAN RESOURCES MANAGER03/2015 to 12/2019

Qvc, Inc. | Roswell, GA

- Analyzes wage and salary reports and data to determine competitive compensation plan
- Writes directives advising department managers of Company policy regarding equal employment opportunities, compensation, and employee benefits
- Consults legal counsel to ensure that policies comply with federal and state law
- Develops and maintains a human resources system that meets top management information needs
- Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization
- Identifies legal requirements and government reporting reClaireations affecting human resources functions and ensures policies, procedures, and reporting are in compliance. Studies legislation, arbitration decisions, and collective bargaining contracts to assess industry trends
- Writes and delivers presentations to corporate officers or government officials regarding human resources policies and practices
- Recruits, interviews, tests, and selects employees to fill vacant positions
- Plans and conducts new employee orientation to foster positive attitude toward Company goals
- Keeps records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting
- Coordinates management training in interviewing, hiring, terminations, promotions, performance review, safety, and sexual harassment
- Advises management in appropriate resolution of employee relations issues
- Responds to inquiries regarding policies, procedures, and programs. Administers performance review program to ensure effectiveness, compliance, and equity within organization
- Administers benefits programs such as life, health, and dental insurance, pension plans, vacation, sick leave, leave of absence, and employee assistance
- Investigates accidents and prepares reports for insurance carrier. Coordinates Safety Committee meetings and acts as Safety Director
- Conducts wage surveys within labor market to determine competitive wage rate

SAFETY MANAGER03/2015 to CURRENT

Tecta America Corporation | Miami, FL

- Employed further safety management systems ensuring no OSHA fines for the past three years
- Established safety procedures eliminating work related injuries resulting in 389 days accident free
- Prepare and enforce policies to establish culture of health and safety. Evaluate practices, procedures and facilities to assess risk and adherence to laws
- Conduct training and presentations for health and safety matters and accident prevention
- Monitor compliance to policies and laws by inspecting employees and operations
- Administer tests after the completion of training courses to determine the effectiveness of training strategies
- Inspect equipment and machinery to observe possible unsafe conditions. Investigate accidents or incidents to discover causes and handle worker's compensation claims
- Recommend solutions to issues, improvement opportunities or new prevention measures

PLANT MANAGER03/2015 to CURRENT

Sonoco Products Co. | Suffolk, VA

- Executed new production batching procedures resulting in a cost savings of \$3,500 per batch
- Incorporated DOT training for all employees decreasing DOT fines and rejected shipments
- Applied new tanker loading procedures completely eliminating over-time fines saving the company \$8,600 yearly
- Manage large inventory of raw materials and finished products
- Facilitate high volume bulk unloading, repackaging, blending, quality-control, labeling, and shipping logistics functions
- Ensure proper implementation of policies, programs, and standards
- Work closely with Technical Manager and Maintenance Supervisor to optimize plant productivity
- Monitor plant expenditures to stay within budget allocations
- Continually research methods and techniques in workplace training and remain up-to-date on developments within the industry and competitors
- Create printed and instructional materials to be distributed during training. Actively seek current training methods and best practices to facilitate training employees
- Conduct reClairear meetings with management to identify subjects be addressed or areas in need of additional instruction

EDUCATION

PsyD. | Clinical Psychology2023
California Southern University, Irvine, CA

Master of Arts | Clinical Psychology2019
California Southern University, Irvine, CA

- Graduated cum laude

Bachelor of Arts | Applied Psychology2018
Grand Canyon University, Phoenix, AZ

- Graduated cum laude

Bachelor of Arts | Chemistry And Biology2006
Concordia University Chicago, River Forest, IL