

JESSICA CLAIRE

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

SKILLS

- Managed HR Department with (10) Employees.
- Involved in all aspects of Human Resources including: Recruitment, Employee Relations, Benefits, and Compensation.
- HR experience working in fast pace environment.
- Multi-task abilities.
- Comfortable working in team environment
- Previous experience handling confidential information.
- Proficiency with Microsoft Office Suite, SAP, & Peoplesoft HCM.
- File and records management.
- State of Louisiana Licensed Producer
- Transportation Worker Identification Credentials (TWIC)

EDUCATION

- Nicholls State University**
Thibodaux, LA • 12/1998
- Bachelor of Science:** Business Administration
- Coursework in Human Resources Management, Marketing and Personnel Administration.

PROFESSIONAL SUMMARY

Conscientious and compassionate Human Resources professional with drive for helping employers recruit, develop and retain qualified candidates. Skilled at partnering with management teams to build employee-centric cultures promoting positive morale and optimizing productivity. Motivating and positive with excellent interpersonal, coaching and communication skills.

WORK HISTORY

Bridgewell - Human Resources Manager
Lynn, MA • 01/2014 - 09/2020

- Responsible for ensuring personnel needs are met both technically and quantitatively by implementing suitable recruiting program and also improving overall quality of workforce.
- Responsible for general management with workforce including monitoring morale, retention, training, organizing negotiating wages, record keeping, arranging Visas, inoculations, etc.
- Developed comprehensive cost effective recruiting & selection strategy, and retention plan. Comply with US Coast Guard requirements for personnel hiring and training.
- Directed onboarding and training for over 400+ new hire employees each year, keeping company operations smooth and production efficient with skilled candidates.
- Collaborated with senior management and performed helpful tasks, including benefits analysis, corrective action planning and big-picture data capturing.
- Reduced workers' compensation claims by instituting corporate safety training program.
- Adhered to all federal and state guidelines and managed payroll and benefits for over 400+ employees.
- Evaluated effectiveness of training programs and provided upper management strategic recommendations for improvements.
- Maintained company compliance with all local, state and federal laws, in addition to establishing organizational standards.
- Collaborated with cross-functional departments to create, manage and maintain SAP HCM and Peoplesoft HCM reporting.
- Developed proficiency in rates of pay for each position and benefits offered to potential candidates.
- Interface with Director of HSES to make certain that all personnel have required safety, technical and regulatory training.
- Execute background verification on all potential candidates for hiring.
- Responsible for medical fitness of all potential employees
- Investigate HR issues including but not limited to harassment and discrimination.
- Participated and attended unemployment hearings.
- Maintained personnel cost to budget.
- Approved semi-monthly payroll.
- Make proposals to Senior Management to improve all aspects of Offshore workforce.

Tidewater, Inc. - International Crew Supervisor
City, STATE • 10/2006 - 01/2014

- Performed as liaison between US HR Operations and multiple HR Departments in (90) countries.
- Directed onboarding and processing of US employees working in foreign locations.
- Provided HR support to those employees while working in foreign locations ensuring all personnel needs are met.
- Communicated and coordinated with US Department of State and Bureau of Consular Affairs to expedite passports and visas.
- Coordinated travel and hotel accommodations.
- Assisted in delivery process when many vessels returned from international waters back to US waters.
- Submitted monthly US employees payroll.

Tidewater Inc. - Personnel Representative/Benefits Coordinator
City, STATE • 01/1999 - 09/2006

- Provided daily HR support to Manager with implementation of policies, programs and procedures.
- Contacted potential candidates to make conditional offer on behalf of HR Manager.
- Organized and maintained employee files for 1100+ employees.
- Performed, Assisted and coordinated welfare benefits to 1100+ employees.
- Resolved issued with Insurance carriers on behalf of employees.
- Assisted with annual benefits open enrollment
- Executed new hire benefits orientation.
- Analyzed and updated benefits files and HRIS database
- Administered and monitored FMLA employees.
- Processed STD and LTD benefits claims.
- Processed terminations and continuation of benefits under COBRA.
- Monitored and dispense petty cash account.

ACCOMPLISHMENTS

- Employee of the year
- American Marketing Association outstanding member-College

AFFILIATIONS

- Society of Human Resource Management
- American Marketing Association
- State of Louisiana License Producer
- Delta Sigma Pi