

JESSICA CLAIRE

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SUMMARY

Human Resources Manager with extensive experience delivering innovative solutions at the local and regional level. Expertise in employee relations, training, payroll and state and federal laws.

SKILLS

- Hiring and retention
- Training and development
- Recruiting
- Compensation/payroll
- Employee relations
- Labor agreements
- New hire orientation
- Exceptional interpersonal skills
- Innovative
- Staffing and recruiting professional
- Benefits administrator
- Employment law knowledge
- Employee relations
- Employee handbook development
- Microsoft Office
- Maintains confidentiality
- Human resources audits

CORE ACCOMPLISHMENTS

As HR Manager for Coffee County Board of Commissioners, I was instrumental in revamping the orientation process for all new hires, designed a standard exit process that was implemented permanently, worked with CFO to develop and implement Salary Classification System and also worked on key policies to implement in the Employee Handbook.

EXPERIENCE

01/2006 to Current **Human Resources Manager**

Ols Hotels & Resorts – Winters, CA, United States

Reviewed federal and state laws to confirm and enforce company compliance. Created organizational flow charts and career path reports to evaluate employee compensation information. Conducted benefits administration for 275 benefit-eligible employees. Designed the employee performance evaluation process and merit program. Created and implemented the exit and interview program process. Advised top management on appropriate employee corrective actions. Worked with senior-level management to create fair and consistent HR policies and procedures. Ran the bi-weekly payroll process. Processed all salary changes stemming from merit increases, promotions, bonuses and pay adjustments. Conducted new employee orientation to foster positive attitude toward organizational objectives. Directed personnel, training and labor relations activities. Identified staff vacancies and recruited, interviewed and selected applicants. Served as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.

07/2002 to Present **Administrative Assistant**

- Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs.
- Set up and maintain paper and electronic filing systems for records, correspondence, and other material.
- Locate and attach appropriate files to incoming correspondence requiring replies.
- Open, read, route, and distribute incoming mail and other material and answer routine letters.
- Make copies of correspondence and other printed material.
- Review work done by others to check for correct spelling and grammar, ensure that company format policies are followed, and recommend revisions.
- Compose, type, and distribute meeting notes, routine correspondence, and reports.
- Maintain scheduling and event calendars.
- Order and dispense supplies.
- Collect and disburse funds from cash accounts, and keep records of collections and disbursements.

01/2001 to 05/2002 **Ad Graphics Designer**

Ppg Industries, Inc. – City, STATE, United States

- Create designs, concepts, and sample layouts based on knowledge of layout principles and esthetic design concepts.
- Determine size and arrangement of illustrative material and copy, and select style and size of type.
- Confer with clients to discuss and determine layout design.
- Develop graphics and layouts for product illustrations, company logos, and Internet websites.
- Review final layouts and suggest improvements as needed.
- Use computer software to generate new images.
- Key information into computer equipment to create layouts for client or supervisor.
- Maintain archive of images, photos, or previous work products.

EDUCATION AND TRAINING

December 2001 **BA: English**

UNIVERSITY OF GEORGIA - Athens, GA

English

January 1998 **Completed coursework towards Education**

GEORGIA SOUTHERN UNIVERSITY - Statesboro, GA

CERTIFICATIONS

Safety Coordinator Training and Certified I, II, III Wellness Coordinator Member of GLGPA Completing Coursework towards HR Certification through GLGPA

SKILLS

ADA, advertising, benefits, competitive, contracts, Make copies, client, clients, database management, documentation, equity, fax machines, filing, funds, graphics, HR, insurance, labor relations, law enforcement, layout, layout design, legal, letters, logos, notes, Mediate, Excel, mail, Outlook, PowerPoint, Microsoft Word, office equipment, organizational, performance appraisal, performance management, personnel, phone systems, copiers, policies, promotion, read, recruitment, reporting, Research, Safety, scheduling, spreadsheet, staffing, supervisor, supervisory, take messages, telephones, type, websites, word processing, written