

Jessica Claire

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PROFESSIONAL SUMMARY

High- energy Employment Manager offering 5 years of superior performance in human resources environments. adept at promoting available employment opportunities in collaboration with online platforms. Adept at interviewing and securing top talent to achieve organizational targets. Knowledgeable about employer regulations and documentation requirements.

SKILLS

- Investigative oversight
- Benefits administration
- Labor negotiations
- Problem resolution
- Compensation and benefits
- Equal opportunities facilitation
- Payroll coordination
- Compensation structuring
- Organizational Development
- Company organization

WORK HISTORY

HUMAN RESOURCES 10/2019 to CURRENT

Dewolf Boberg & Associates | Denver, CO

- Coordinated and worked with management on performance evaluations, supervisory practices, dispute resolution and employee accountability.
- Developed comprehensive interviewing guides to improve candidate quality by evaluating both analytical and interpersonal attributes.
- Directed and controlled various benefit programs, including 401K, medical, dental and vision packages.
- Coordinated ongoing technical training and personal development classes for staff members.
- Implemented technical trainings for new hired employees

EMPLOYMENT MANAGER 09/2018 to 08/2019

Jbs Usa | Costa Mesa, CA

- Streamlined HR efficiencies, coordinated new hire orientations and provided onboarding and training for 50 new employees monthly.
- Devised hiring and recruitment policies for 250-employee company.
- Directed and controlled various benefit programs, including 401K, medical, dental and vision packages in new hire orientation.
- Collaborated with legal and compliance teams to review paperwork, obtain feedback and procure available information for new training processes.
- Coordinated activities of human resources team, distributing resources and personnel effectively across organization to meet HR needs.
- Adhered to all federal and state guidelines and managed payroll and benefits for over 50 new employees monthly.
- Created and implemented forward-thinking initiatives to improve employee engagement during new hire orientation.
- Created organizational filing systems for records, correspondence and scheduling.
- Coordinated ongoing technical training and personal development classes for staff members.
- Briefed new hires on essential job information, such as company policies, employment benefits and job duties.
- Worked as effective team member while contributing to local and regional HR projects.
- Streamlined complaint response management by providing guidance on policies and ensuring appropriate and accurate investigation processes.
- Utilized compliance tools, corrective actions and identification of deficiencies to mitigate audit risks.
- Served as representative in various civic and community functions to further enhance company image and develop additional business.
- Review applications and screen candidates by conduction reviews of references, criminal records and certifications.
- Schedule and conduct interviews, evaluate candidates and make recommendations for employment.
- Extend offers of employment as directed. Schedule pre-placement physicals, drug testing, and orientation.
- Maintain knowledge of current local, state, and federal laws regarding employment practices.
- Prepare reports utilizing the human resources information system, SAP, maintain reports and identify openings in line with SAP and manager requests.
- Maintain job descriptions and revise/ edit, as directed.
- Complete and maintain Form i-9 records, including tickler file. Ensure completion of i-9 audit process.
- Complete and upload onboarding paperwork to Dynafile.
- Oversee transfer and promotion processes to fill open positions.

PAYROLL MANAGER, HUMAN RESOURCES, HEALTH COORDINAT 03/2015 to 08/2018

Larsen Farms | City, STATE

- Managed payroll for organization of 500 personnel.
- Oversaw day-to-day processing of payroll for 500 employees, including review of timesheets and computing pay in accordance with FLSA.
- Maintained daily bookkeeping report.
- Researched payroll errors and processed payments for federal and state taxes, social security, Medicare, and various employee deductions, annuity contributions and retirement plan withholdings.
- Offered payroll-related subject matter expertise to management and employees to resolve payroll discrepancies.
- Pulled internal reports as requested (salaries, bonuses, hours worked).
- Monitored and tracked all employees' leave time.
- Managed payroll data entry and processing for 500 employees to comply with predetermined company guidelines.
- Performed calculations in overtime, vacation and sick hours to provide accurate data to payroll processing database.
- Assisted with auditing and responding to company accountants.
- Generated paper checks for employees and printed stubs for associates who received direct deposits to complete payroll distribution.
- Verified and submitted timekeeping information for accurate and efficient payroll processing.
- Supported payroll supervisor in all departmental payroll operations by assisting with new hire approvals, contract changes, termination actions, verification of general ledger (GL) account numbers, updating accruals and entering termination dates.
- Processed gross pay, state and federal tax withholding, social security, Medicare and other deductions for all employees.
- Prepared and monitored sick leave files and served as administrator of sick leave program.
- Managed Ingersoll Handpunch systems, routine maintenance, repairs, set up new hires.
- Monitored safety and assessed risk levels and mitigation strategies at industrial worksites and on construction jobs.
- Directed recordkeeping and paperwork preparation in line with OSHA requirements.
- Inspected job sites and completed in-depth reports outlining safety concerns and corrective recommendations.
- Conducted new employee interviews, orientation and training, and provided ongoing monitoring and evaluation.
- Maintained excellent attendance record, consistently arriving to work on time.
- H2A Visa workers (seasonal hired workers from mexico), contracts, compliance rules, state laws, housing, audits.
- Filing work comp claims on accidents
- Ensuring proper care, assist employees with doctors appoitments

EDUCATION

High School Diploma 05/2013
Dumas High School, Dumas, TX