

# JESSICA CLAIRE

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

## Professional Summary

Dedicated Human Resources professional bringing 6 years of expertise in benefits administration, recruitment and staff development. Talented in bridging gaps between labor forces and management to achieve objectives. Driven and decisive with passion for building and retaining highly effective teams.

## Skills

- Knowledge of HR Compliance
- Recruitment
- Diversity programs
- New employee orientations
- Oracle Expert
- ADP Workforce Now
- Change implementation
- Report generation
- Conflict resolution
- Project management
- SharePoint Intranet software
- FMLA comprehension
- Benefits and compensation
- Advanced MS Office Suite
- Workday transaction processing

## Work History

### Human Resources Generalist, 06/2019 to Current

Barr Engineering – Denver, CO

- Collaborated with review boards on management of discrimination complaints to facilitate risk mitigation.
- Managed all aspects of leave administration, including employee notifications and vendor management, disability programs and health benefits.
- Offered fair and equitable compensation by comparing current salaries with market pay.
- Updated key human resource metrics, including turnover and terminations, using reporting tools on HRMS database.
- Consulted with managers to formulate racial equity plans for minority hiring by city departments.
- Guided leaders and employees as subject matter expert in areas of employee classification and compensation studies, talent management and training.
- Managed employee rewards programs.
- Led and developed performance management tools and processes to integrate with organization's values and core competencies.
- Delivered strategic workforce planning, benefits administration, labor relations, succession planning and reporting systems.
- Oversaw and managed onboarding processes and programs for successful integration of new, transferred or promoted employees.
- Developed and facilitated all new-hire orientations.
- Conducted confidential investigations of discrimination, harassment and workplace violence.
- Presented alternatives in organization design, advantages and disadvantages.
- Set, enforced and explained HR policies to team members to cultivate compliant and satisfied workforce.
- Analyzed and assessed job duties and responsibilities, applying quantitative analysis to classification and compensation studies.
- Advised management regarding key organizational and management issues.
- Educated and advised employees on group health plans, voluntary benefits and 401(k) retirement plans.
- Maintained current understanding of state and federal policies such as EEO and ADA.
- Applied analytical skills to collect data, clarify needs, identify underlying business drivers and propose options.
- Impacted enterprise performance via organizational transformation, enhanced personnel engagement and effective alignment of HR strategy with business goals.
- Provided human resource generalist guidance to managers and employees including talent management, payroll, FMLA, benefits, workers compensation, 401K and OSHA compliance.

### Human Resources Coordinator, 06/2016 to 06/2019

Borden Dairy – Birmingham, AL

- Reviewed and confirmed that all final paid hours corresponded with timesheets and state laws.
- Sent notices to employees and subcontractors regarding expiring documentation.
- Assisted management staff in year-end processes and data audits.
- Researched all payroll, COBRA, disability and FMLA issues.
- Calculate and Create RIF Analysis and Severance Agreements
- Process Transfers within and between Divisions and work with all related parties to provide smooth transactions
- Work to resolve any employee issue that is brought to my attention  
Abide by company enforced HR processes and current employment laws and regulations
- Created Oracle shells daily for all New Hires
- Build connections with organizations that will cater to our target groups of individuals; Disability, Veterans, Females, and Minorities
- Organize meetings and seek out opportunities, such as job fairs, to make our organization's presence known
- Research all state-regulated compliance forms needed including renewals that are required in order to conduct projects in the state
- Create workflows and initiate the process by involving all key players to get the forms and packages completed.

### Human Resources Consultant, 08/2015 to 06/2016

Accenture – Kirkland, WA

- Provided human resources, recruiting and resource allocation guidance in commercial consulting environment.
- Set, enforced and explained HR policies to team members to cultivate compliant and satisfied workforce.
- Collaborated with management to build and implement effective, modern employment policies.
- Partnered with senior leadership to establish and develop corporate and HR policies and procedures.
- Applied facts and analytics to understand trends and develop solutions to positively impact organization.
- Created Offer Letters and New Hire Packets for Employees
- Worked with IT to create accounts and set up responsibilities in Oracle

### Property Manager, 03/2012 to 08/2015

Inland Real Estate – Oviedo, FL

- Communicated with clients and tenants while offering strategic solutions to remedy problems.
- Monitored timely receipt and reconciliation of rent collections in accordance with landlord and resident statutes.
- Processed project change requests and performed coverage research to handle repair issues.
- Maintained operational facilities attractive to potential tenants by organizing regular maintenance, major repairs and capital improvement projects.
- Supervised a team of 8 to 12
- Responded to messages and inquiries from various parties and used well-developed active listening and open-ended questioning skills to promote quick issue resolution.
- Boosted occupancy rate by leveraging market knowledge and successful promotional strategies.
- Collected and maintained careful records of rental payments and payment dates.
- Trained and motivated leasing staff during bi-monthly training.

## Education

MBA: Traditional , 08/2021

University of Phoenix - Tempe, AZ

Master of Science: Health Administration, 08/2021

University of Phoenix - Tempe, AZ