

# JESSICA CLAIRE

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## SKILLS

- Staff compensation
- Employee engagement
- Personnel information systems
- Compliance
- Human resources operations
- Training development
- Employee handbook development
- Payroll administration
- Recruitment and hiring
- Employee relations
- Microsoft Office
- Team building
- Communication
- Payment collection
- General ledger accounting
- Forecasting
- Reporting
- Budget development
- Payroll
- Proficient in EXCEL,POWER POINT & MICROSOFT WORD
- Account analysis expertise
- Excels in team leadership
- QuickBooks experience
- Financial administration
- Financial analysis and planning
- Planning and coordination

## EDUCATION AND TRAINING

**Institute of Business Technology**  
San Jose, CA • 06/2009  
*CPTI (NCCT/CA):* Phlebotomy

**Heald College**  
Salinas, CA • 01/2004  
*Associate of Arts:* Business Administration W/an Emphasis Accounting

**San Andreas High School**  
Hollister, CA • 06/2000  
*High School Diploma*

## SUMMARY

Committed job seeker with a history of meeting company needs with consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand. Highly-motivated with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

## EXPERIENCE

**Den Hartog Industries, Inc. - Human Resources Manager**  
*Hospers, IA • 03/2022 - 01/2023*

- Managed full-cycle human resource operational activities to maximize HR employee performance.
- Initiated employee evaluation process and recommended policy changes to help staff progress toward desired readiness goals.
- Handled sensitive employee and company information with highest level of confidentiality and discretion.
- Achieved desired work environment and performance by proactively advising and guiding employees on best practices and overseeing HR training as well as Food Safety Training/ Certificate.
- Delivered new employee onboarding and training sessions via TOAST,CATAPULT and QUICKBOOKS.
- Used technology relevant digital systems too manage payroll and benefit programs.
- Maintained company compliance with local,state and federal laws,in addition to established organizational standards.

**Atnetplus, Inc. - Account Manager**  
*Stow, OH • 05/2021 - 08/2021*

- Oversaw multiple accounts and worked diligently to meet and exceed performance goals.
- Received and recorded cash, checks and transfers.
- Reconciled computer reports with manually maintained ledgers.
- Checked postings and documents for correctness, accuracy and proper coding.
- Reduced financial discrepancies by accurately managing accounting documentation.
- Accessed financial information to answer questions and gather details about specific accounts.
- Performed financial calculations for amounts due, interest charges and balances.
- Matched orders with invoices and recorded required information.
- Received incoming calls and coordinated with staff to fulfill customer requests.
- Handled payment processing and provided customers with receipts and proper bills and change.
- Responded to inquiries and room requests made online, by phone and via email.
- Signed for packages, recorded deliveries and distributed to personnel.
- Answered multi-line phone system and managed calls by routing to proper extensions or taking messages.

**Alchemy Systems - Ag Supply Lot Specialist**  
*Birmingham, AL • 03/2013 - 07/2020*

- Maintains and updating, Ranch Module Planting information, while verifying accuracy validity and integrity of data.
- Responsible for collecting and entering all planting data from growers on a daily basis and preparing planting reports for Ag Supply group on a weekly basis.
- Create PO lots for outside purchases and ranch receiving.
- Collects and enters disked acre data from harvest field managers.

### Essential Duties and Responsibilities

- Supports programs and policies of Ag Supply Department with collection of data and preparation of reports.
- Manages Organic Ranch integrity of planting data by verifying with QA prior to lot creation,and initiating Ranch approval request as necessary.
- Monitors and assesses planting schedule accuracy by comparing Actual Acreage to Demand Acreage by lot,and by season every time an entry is made additionally, all Growers Actual Acreage is checked for any adjustments by Grower every time Actual data is received from Grower.
- Troubleshoots lot issues Receiving/Shipping Department with Ag Supply Harvest Managers in order to accurately identify correct receiving lots and maintain data integrity.
- Deals directly with both internal and external growers to address missing planting information, questions or corrections.
- Verifies daily lots to be harvested and distributes daily availability,quality and final harvest reports.
- Assists Ag Supply and other departments.

**MC Electronics - Document Control Specialist**  
*City, STATE • 11/2011 - 12/2013*

- Performed document reproduction, printing documents from electronic sources such as email attachments, PDF files and cloud storage.
- Maintained document control system and updated work instructions, procedures and associated databases.(SYMIX/MRP).
- Scanned, filed and transmitted various documents and adhered to digital filing procedures.
- Managed technical documentation flow of engineering proofs, project management and construction activities.
- Proofread filenames, titles and submittal details to streamline submittal and avoid rejection.
- Oversaw creation, routing and data input of bills and materials, ECO's ECR's and ISO documents.
- Checked blueprints and drawings for accuracy and completeness.
- Checked accuracy and completeness of documents to identify deficiencies and recommend corrective actions.
- Provided support for document control and worked with contract documents.
- Complied with safety regulations as outlined in organizational procedures to minimize ROH's issues.
- Maintained document archive and file server of approved documents and drawings to provide easy traceability and retrievability.
- Monitored due dates and deadlines and worked to submit all documents on time or early.

## LANGUAGES

Spanish:  
Negotiated: