

Jessica Claire

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SUMMARY High energy HR Generalist with 6 years' experience maximizing organizational productivity for high-volume operations through benefits management and workforce planning. Broad background supporting operational level policy and planning to meet mission objectives. Skilled in collecting data, evaluating effectiveness, and developing strategic plans.

- HIGHLIGHTS**
- Staffing and recruiting professional
 - Employment law knowledge
 - Benefits administrator
 - Manager coaching and training
 - Performance management strategies
 - Employee relations

EXPERIENCE **HUMAN RESOURCES GENERALIST** 10/2014 to CURRENT

Airgas Inc | Gastonia, NC

- High volume, full life cycle recruiting across 5 divisions.
- Managed company benefits and welfare programs.
- Processed all salary changes stemming from merit increases, promotions, bonuses and pay adjustments.
- Created and modified job descriptions within all departments.

HUMAN RESOURCES SPECIALIST (CONTRACTOR) 08/2012 to 01/2013

Airgas Inc | Gaylord, MI

- FMLA processing and tracking.
- Unemployment and workers compensation management.
- Employee relations for Virginia and North Carolina.
- Regulatory reporting such as Affirmative Action, VETS100, EEO & OSHA.

HUMAN RESOURCES RECRUITER (CONTRACTOR) 09/2011 to 02/2012

Chartway Federal Credit Union | City, STATE

- High volume, full life cycle recruiting for the corporate center & 64 branches across 10 states.
- Develop relationships with hiring managers to better determine skill gaps for hiring needs.
- Created marketing tools to highlight company benefits to prospective new hires.
- Reported recruiting metrics to support the development of sourcing pipelines.

HUMAN RESOURCES GENERALIST 03/2008 to 06/2011

Consumer Directed Choices | City, STATE

- Worked closely with the Director & oversaw the HR department programs & services.
- Developed an HR department strategic plan leading to department goals, mission statement & systems to support the achievement of the overall business objectives.
- Initiated the development of HR metrics used to analyze trends.
- Cut employee turnover from 62% to 14% by improving the recruitment & onboarding process.

EDUCATION **BS | Business Management & Marketing** 2006
Siena College, Loudonville, NY
Business Management & Marketing

VOLUNTEER **Marketing Coordinator-** Buckhead, GA
SHRM Geographical Emphasis Meetings (GEM)