

# JESSICA CLAIRE

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## SKILLS

- Microsoft Office; Word, Excel, Outlook, PowerPoint-Typing 60 wpm
- HR/Recruiting skills; StaffSuite, Everify, Background sites: Alliance, Choice and Jobpower, ADP
- Project Management; Change Order, RFI, Scheduling, Purchase Orders, Invoicing, budgeting, organization,
- ADP, Personnel
- Agency, Posters
- Automation, Project Management
- Business Operations, Express
- Coaching, Recruiting
- Draw, Recruitment
- Critical thinking, Reporting
- Customer service
- Data entry, Safety
- Database, Scheduling
- Hiring
- Human resources
- Invoicing
- Letters
- Managing
- Marketing
- Network
- Office administration
- Recruitment
- Learning Strategies
- Staff Training
- Staff Orientation
- Onboarding
- In-Depth Knowledge of HR Compliance
- Termination Procedures
- ADP Workforce Now
- Personnel Recruitment
- Interviewing Expertise
- HR Policies
- New Hire Orientation
- Human Resource Information System (HRIS)
- Employee Recruitment
- Benefits Administration
- Employee Relations
- Executive Support
- Employee Programs
- Diversity Programs
- Benefits and Compensation
- Training and Development

## EDUCATION AND TRAINING

### DeVry

*HR for anyone with Newly Assigned HR responsibilities 2019, HR Law Training 2019*  
Evin's Personnel Consultants Top Recruiter for two consecutive years, University Dean List Spring 2012, 2013 and 2014, Honor Society for DeVry University

DeVry University  
Chicago, IL

*Bachelor:* Business Management, Human Resources

## SUMMARY

Reliable [Job Title] with [Number] years of experience overseeing daily activities within HR department. Effectively supported recruitment, onboarding, benefits administration and other human resources functions. Strong knowledge of employment laws and outstanding conflict resolution skills.

## EXPERIENCE

### Farnsworth Group Inc - Human Resources Generalist, Recruiting

Frisco, TX • 04/2019 - Current

- Responsible for full recruiting cycle, including posting requisitions, routing for approval, reviewing resumes, screening candidates, interviewing, checking references, and extending offers of employment on phone or virtually.
- Conduct new hire orientation (virtually currently) and completely new hire onboarding for all new hires.
- Working with hiring Manager, CPO with offer to possible new hire; reviewing JD, position grades and compensation recommendations.
- Responsible for all paperwork for all new hires, including background(exclusions), preemployment drug test, sending offer letters and schedule their start dates with new hires and hiring managers.
- Follow up with new hires after 60 days after hired; providing turnover analysis and recommendations to the Chief People Officer.
- Conduct exit interviews with survey face to face to keep metrics of the issues.
- Responsible for tracking and submitting status forms for employee's referral campaigns.
- Develops and maintains relationship with employment agencies, universities, and other recruitment sources.
- Attends career fairs (virtually) and assists with internship programs.
- Utilizes online resources, social media, and other sources to increase candidates and to find passive candidates; facebook, LinkedIn, Indeed, etc
- Including working with company communication team to post online monthly campaigns for hiring.
- Assist the Chief People Officer in coaching managers and staff in explaining AMO policies and procedures, employee coaching and disciplinary actions.
- Responsible for setting up new hires in human resources information system (ADP) including data entry, reporting, and maintaining the appropriate security and accuracy levels.
- Assisting employees with their profile in ADP; password reset, changes etc.
- Special projects as assigned; VOE, policy and procedures questions.
- Able to maintain confidentiality, and employ critical thinking skills to make sound judgement and decisions as well as assimilate information and draw appropriate conclusions.
- Ensure compliance with all federal and state employment laws (current & new) relating to recruitment and updating company's posters within the facilities.
- Sourced, qualified and conducted screening interviews with job candidates.
- Built and leveraged professional network connections which provided continuous and relevant applicant sources across diverse industries and experience levels.
- Proactively identified and solved complex recruitment problems impacting employer short- and long-term success.
- Worked with Chief People Officer to create new leadership development program.
- Prepared and submitted listing of qualified applicants to **Hiring Manager, Directors or VPs** for review and coordinated next-phase interviews with management team and potential candidate.
- Filled **117** positions that were vacant within the last year and half
- Negotiated candidate salaries and prepared employment contracts.
- Placed more than 65 candidates annually, including those seeking highly-targeted leadership positions.
- Organized applicant drug tests and obtained results.
- Managed and updated recruitment ATS and CMS software.
- Planned and executed recruitment events to bring in area candidates including virtually.
- Kept company in compliance with EEO requirements.
- Reviewed referral candidates and contacted qualified individuals to request applications.
- Communicated duties, compensation, benefits and working conditions to all potential candidates, enabling better understanding of job expectations.

### TECO-Westinghouse Motor Company - Corporate Recruiter

City, STATE • 02/2019 - 04/2019

- Temporary assignment with Express.
- Recruiting and talent acquisition strategies that attract qualified candidates: Engineering Talent... electrical, mechanical, software, IT, quality assurance, manufacturing & industrial engineers.
- Business Operations...finance, supply chain, marketing, HR, training, office administration, customer service, etc.
- Recruitment sources such as, LinkedIn, Facebook, social media, universities and professional recruiters in the most efficient and cost-effective ways to advertise positions.
- Ensure compliance with all federal and state employment laws (current & new) relating to recruitment.
- Make certain the HR team is informed so that our company policies are amended accordingly.
- Work with department and hiring managers to define the job duties & responsibilities, the job requirements (skills, education, related experience & other abilities) Assisted with the evaluation of jobs with the compensation plan; determining grades and salary range for all employees.
- Conduct phone interviews, recommend qualified candidates to department managers for further interviews, conduct reference checks, present offers, secure acceptances, and send out rejection letters.
- Responsible for setting up new hires in human resources information system (ADP) including data entry, reporting, and maintaining the appropriate security and accuracy levels.
- Special projects as assigned.

• Responsible for working with hiring Managers, Directors, VP, HR Director and CEO to collect signature of approvals for new requisitions as needed for their departments.

• Sourced, qualified and conducted screening interviews with job candidates.

• Built and leveraged professional network connections which provided continuous and relevant applicant sources across diverse industries and experience levels.

• Communicated duties, compensation, benefits and working conditions to all potential candidates, enabling better understanding of job expectations.

• Brought in well-qualified, multifaceted job candidates to fill open positions.

• Contacted all job applicants to inform of application status.

• Filled **[Number]** positions that were vacant for **[Timeframe]** within **[Timeframe]**.

• Conducted interviews to ensure solid cultural alignment between client and candidate.

• Managed full cycle recruiting processes for more than **[Number]** **[Type]** vacancies each quarter.

• Kept company in compliance with EEO requirements.

• Prepared and submitted listing of qualified applicants to **[Job title]** for review and coordinated next-phase interviews with management team and potential candidate.

### Evin's Personnel Consultants - Account Manager/Onsite Recruiter

City, STATE • 03/2014 - 04/2017

- Full cycle recruiting in a fast pace environment with a combination of candidates and clients.
- Filled over 100 positions a year as a temporary agency environment.
- Management responsibilities while manager was out; supervised a few employees and handled other issues.
- Generate daily, weekly and specialized reports; distributing appropriately.
- Managing and coaching service team, and working with customer's management team with any issues, which may include employee discipline, and safety/worker's comp including dismissing employees.
- Oversee, as well as perform, the recruiting, interviewing, hiring, screening and placement of temporary and permanent to hire employees.
- Maintain a database of qualified candidates for future placement.
- Coordinate timekeeping and payroll process of temporary employees for reporting to corporate payroll.
- Complete injury reports conduct accident investigations and communicate appropriately with Safety department.
- Assist in the recruiting process by formatting/editing job descriptions, posting ads on the job boards, coordinating the hiring process, attending job fairs and conducting pre-screening requirements.
- Develop a network and cultivate relationships to build pipelines and fill open positions.
- Oversees the hiring process to ensure adherence with all equal employment opportunity (EEO) legislation, the Office of Federal Contract Compliance Programs (OFCCP), the Americans with Disabilities Act (ADA), the Federal Communications Commission (FCC), and other government regulations.
- Researched industry trends and techniques to remain innovative and successful.
- Created and implemented highly effective and individualized human resource solutions for clients.
- Partnered with management to establish workplace safety curriculum for training and education purposes.