

JESSICA CLAIRE

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Summary

Diplomatic, objective Human Resources professional with 15+ year of progressive experience leading effective human resources with full range of HR function. Partner with key executives across the businesses to drive employee engagement, morale, maintaining or improving employee relations, talent acquisition, training and development, succession planning, workforce planning, compensation and benefits, performance management, HRIS, payroll, while maintaining a high degree of confidentiality, discretion and diplomacy.

Areas of Expertise

Talent Management Recruitment & Selection Training and Development Conflict Resolution Strategic Management Process Improvement Employee Relations Performance Management

Skills Active Listening

Complex Problem Solving Communication Critical Thinking Decision Making Interpersonal communication Goal-oriented Human Resources Business Partner successful at planning business strategies, integrating policies and improving performance in diverse areas. Focused on implementing updates to increase employee morale, business efficiency and cost savings. Prepared to offer [Number] years of progressive experience to make a lasting impact on company operations.

Skills

- Guest services
- Inventory control procedures
- Merchandising expertise
- Loss prevention
- Cash register operations
- Product promotions

Experience

Human Resources Business Partner, 12/2017 to Current

Shockwave Medical – Detroit, MI

- Advises managers and supervisors in the interpretation and application of human resource and labor relations policies and programs.
- Manages unemployment compensation claims.
- Work effectively with Human Resources, business colleagues and leadership team regarding recruitment, performance management, restructuring, coaching, training, and special projects.
- Provides strategic advice, counsel, and solutions to managers to include driving organizational development, team effectiveness, executing change management strategy and employee engagement solutions.
- Coach and support line managers in leading and managing their people through leadership development, workforce planning/ analytics, policies, and talent processes.
- Provides strategic advice, counsel, and consultative solutions to management on people management aspects of their business to include driving organizational development, team effectiveness, executing change management strategy and employee engagement solutions.
- Partner and coach line managers in key HR processes (recruitment and selection, performance management, talent management, disciplinary action) and continuously improve HR practices/processes.
- Provides and facilitate leadership training and development.
- Responsible for all aspects of claims management including medical management, TTD program, and involvement with 3rd party administrators.
- Manages the company affirmative action program.
- Work proactively in the areas of diversity, attrition analysis and retention strategies.
- Manages employee benefits programs, including credit league, in the most cost-effective manner and promotes employee understanding of each benefit area.
- Handle benefits issues appropriately.
- Ensures compliance with all company policies and procedures (EEO, Sexual Harassment, and Safety).
- Assists the Director of Environmental, Safety and Security with promoting safety as a primary job duty, prompt filing of any first reports of injury, investigations, and maintaining OSHA 300 log.

Human Resources Manager, 12/2008 to 12/2016

Precision Castparts Corporation – Arlington, TX

- Conducted employee relations investigations and recommendation for appropriate corrective action.
- Analyzed staffing requirements and direct the recruitment process from start to finish.
- Provided management guidance on development opportunities to promote career growth and a development culture helping to develop a high-performance culture.
- Practiced and participated in 5S and all continuous improvement related to Kaizen activities.
- Provided strategic guidance to employees and management in areas of change management, compensation, performance management and talent management.
- Assisted management by writing and reviewing job descriptions for all employees.
- Provided coaching & support management on leadership development, talent and performance management, change and people management issues & communication.
- Establish initiatives to drive performance management, succession planning, competency career development frameworks, career roadmaps, and development plans.
- Provided day-to-day performance management guidance to line management (coaching, counseling, performance reviews, career development and disciplinary actions).
- Conducted interviews for all exempt and non-exempt positions and issue hiring recommendations.
- Provided performance management expertise and assistance to sustain the highest quality workforce.
- Developed diversity management strategies to manage the disputes and differences arising out of cultural diversity.

Human Resources Manager, 12/2002 to 12/2007

Precision Castparts Corporation – Compton, CA

- Conducted recruitment effort for all exempt and nonexempt personnel, students, and temporary employees; conducted new-employee orientations and open enrollments.
- Handled employee relations counseling, outplacement counseling, and exit interviewing.
- Assisted in performance evaluation, decisions, and results of department in relation to established goals.
- Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
- Administered various human resources plans and procedures for all company personnel; assists in development and implementation of personnel policies and procedures; prepares and maintains employee handbook and policies and procedures manual.
- Maintained compliance with federal and state regulations concerning employment.
- Participated in administrative staff meetings, safety training programs, and attend HR seminars to keep abreast of mandatory company policy changes as well as all federal and state laws and policy changes.
- Performed payroll duties and approved invoices for payments, and any employee status changes.

Education and Training

Bachelor of Science: Business Management, 01/2005

Shorter University - Rome, GA

Activities and Honors

Society for Human Resources Management (SHRM)

Languages

English:

Negotiated:

Accomplishments

- Created highly effective new retention program that significantly impacted efficiency and improved operations.

Websites, Portfolios, Profiles

- LinkedIn: Jessica Brown-Claire