

# JESSICA CLAIRE

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## Professional Summary

Proactive Human Resources Director with firm 5-year background in human resources, including recruitment selection, labor relations, payroll and benefit coordination. Results-oriented professional focused on building trust, improving organizational agility and maximizing employee performance.

## Skills

- Accident Investigation
- Executive Recruiting
- Payroll Processing
- Unemployment Claims
- Human Resources Department Processes
- Compensation and Benefits Administration
- Labor Relations Coordination
- Advising Department Managers

## Work History

**Human Resources Director**, 05/2019 to Current

**City Of Gresham** – Gresham, OR

- Lead and coordinate the on-boarding process (recruitment, training, and hiring)
- Conduct refresher training for current employees, maintain training attendance dates, handle all training cancellations and/or rescheduling
- Helped write training material, standard operating procedures, and existing policies
- Provide first-level support on compensation, benefits, payroll and employee relation issues
- Use HR payroll software to Input data for payroll
- Enroll new employees in Medical, Dental, and Vision benefits; prepare Initial COBRA notices
- Periodically research and analyze vendors who provide quality, price, and service; purchase supplies as needed
- Assist Management by providing Administrative support to and responding to routine and non-routine requests from President and Chief Officer
- Keep and maintain records electronically; manage calendars, travel arrangements, track logs, manage projects, and prepare and proofread correspondence
- Research, analyze and respond to customers, internally and externally, with answers to their problems
- The primary timekeeper for my department maintaining time, attendance, leave and overtime records; reconciling and correcting discrepancies
- Prepare requests for personnel actions
- Use Microsoft Office spreadsheets and databases to analyze and prepare final reports, make recommendations based on my analysis, and produce routine and/or non-routine correspondence to and for the President and Chief Officer using correct punctuation, capitalization, spelling, grammar and style
- Convert, create, edit, revise, and print documents in various formats that include graphics and/or tables using presentation software and/or Adobe PDF
- Perform initial reviews of documents checking for proper dates, date received, completeness, missing information, and accurate grammar; make copies, collate, and/or bind documents if applicable
- Determine records retention and disposal requirements based on company policy.
- Achieved regulatory compliance with no adverse audit findings for facilities, documentation compliance or safety.

**Payroll and Benefits Specialist**, 10/2018 to 04/2019

**Perceptyx, Inc.** – Lincoln, CA

- Process, review, and balance weekly payroll with team support. Ensure payroll transactions are processed correctly for time, earnings, benefits, deductions, taxes, garnishments, and other items that affect pay.
- Resolved issues and inquiries from plan participants regarding health and welfare benefits and deductions through telephone, email and in-person interactions.
- Administer benefit programs, consult with, and advise employees on eligibility for all insurance and 401(k).
- Develop census data and provide census to broker. Develop company cost information for new plans and makes recommendations to the Director Human Resources, and CFO.
- Coordinate yearly Open Enrollment Meetings with employees & broker. Arrange for distribution of materials from carriers and process changes with deadlines.
- Calculate employee payroll insurance deductions based on enrollment for OE and New hires
- Review and analyze changes to state and federal laws pertaining to benefits and reports necessary or suggested changes to Director of Human Resources.
- Completes salary, benefits, and other HR related surveys, conducts benchmarking.
- Updates employee change request, assist, and prepares correspondence to outside request: employment verifications, child support, unemployment, etc.

**Recruiter**, 07/2017 to 09/2018

**Martin Management Group** – Bowling Green, KY

- Partnered with area managers to determine staffing needs for 30 states.
- Responsible for screening resumes to determine which candidates meet the minimum requirements and conducting interviews.
- Initiated hiring paperwork in database to run background or motor vehicle checks.
- Completed weekly reports on employment activity, averaged over 20 hires a week.
- Created and drove talent acquisition and job placement strategies to attract diverse candidates.
- Developed communication and marketing plan and leveraged talent acquisition tools, resources and campaigns to source and attract top talent.
- Leveraged social media platforms and online job boards to advertise open positions and engage with potential candidates.

**Leasing Manager**, 01/2014 to 07/2017

**Harris County** – Humble, TX

- Direct and coordinate the activities of staff and contract personnel and evaluate their performance
- Meet with prospective tenants to show properties, explain terms of occupancy, and provide information about local areas
- Maintain records of sales, rental or usage activity, special permits issued, maintenance and operating costs, or property availability
- Direct collection of monthly assessments, rental fees, and deposits and payment of insurance premiums.

## Education

B.A.: Public Relations and Media Sales, 12/2016

**Morgan State University** - Baltimore, MD

## Certifications

- SHRM-CP - SHRM Certified Professional ( Pending March 2022)