
JESSICA CLAIRE

100 Montgomery St. 10th Floor ♦ (555) 432-1000 ♦ resumesample@example.com

PROFESSIONAL SUMMARY

Strategic and innovative team player dedicated to improving performance, productivity, growth, and employee collaboration. Demonstrated success in developing and executing procedures which increase accuracy and efficiency.

EDUCATION

IPMA-CP: IPMA-HR Certified Professional (Sponsored - International Public Management Association

Member Of: - NHRA, PIHRA, And CIPMA

Topics discussed: Employment law, diversity, staffing, compensation, retention, background checks, internal investigations, employee safety, financial intelligence, building better boundaries

Master of Science: Clinical Psychology, 05/2011

California Lutheran University - Thousand Oaks, CA

Bachelor of Science: Biology, 06/2006

California State University - Stanislaus - Turlock, CA

SKILLS

- Resume screening, employee recruiting, and interviewing
- Payroll processing via ADP and Paychex
- LOA, classification, compensation, and salary
- Public speaking and meeting facilitation
- Developed and utilized training programs
- Research and data collection
- Managed Accounts Payable and Accounts Receivable
- Development of professional journal articles
- Data analysis for system improvement at Ventura County Behavioral Health
- Outreach via social media, networking groups, and written communication
- Excellent verbal and written communication skills
- Proficient with Word, Excel, PowerPoint, complex software programs, and utilized PeopleSoft

WORK HISTORY

Child Welfare Social Worker, 07/2016 - Current

Eurofins Scient.

- Investigated child abuse and neglect, performed assessments for families in the home and the community to report to the court
- Provided customer service to community members via the Child and Elder Abuse Hotline and investigated family history
- Organized case plans for families and utilized community resources to meet the unique needs of each family member
- Trained new employees on database and procedures
- Developed the data tracking tool to log incoming calls and pull data to analyze trends
- Collaborated with service providers, teachers, employers, foster parents, family members, church representatives, and police departments for case planning and safety monitoring
- Under the request of senior management, prepared and presented webinars for partner agencies regarding COVID response and presented workflow procedures to visitors for the purpose of enhancing their systems

Analytical Scientist, 05/2015 - 12/2015

Eurofins Lancaster Laboratories (at Amgen)

- Recruited, interviewed, screened, and trained prospective candidates
- Participated in cross-training, onboarding, and event planning committees
- Analyzed data using the Integrated Database System (IDBS)
- Organized the process improvement team and the mentorship program
- Conducted experiments in laboratory environment for product development purposes and provided information to auditors as requested

Assistant Agricultural Manager, 03/2008 - 04/2015

FGL Environmental

- Analyzed environmental samples and compiled data using agricultural software
- Trained employees on laboratory techniques and instrumentation
- Created instructional manuals and improved procedural efficiency
- Performed ongoing maintenance on instrumentation
- Batched samples and generated tracking identification

Life Science Research Assistant, 06/2004 - 06/2007

Stanford University

- Managed and analyzed inventory of donor tissue samples
- Prepared materials for reports, presentations, and submission to peer-reviewed journal publications
- Cataloged data and research into system databases
- Worked both independently and collaboratively in fast-paced laboratory environment