

# Jessica Claire

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(555) 432-1000 - resumesample@example.com

## SUMMARY

Highly-motivated Marine Veteran looking to tackle new responsibilities and build upon skills as a Police officer in Wapato, WA or the surrounding area. Extensive military background and training in de-escalation, operational risk management and combat marksmanship . Strong work ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

## SKILLS

- Performance Management Systems
- Conflict Resolution
- Accident Investigations
- Regulatory Compliance
- Health and Safety Programs
- Problem Solving
- Cross Functional Collaboration

## EXPERIENCE

- 08/2022 to Current

Human Resources Manager

Den Hartog Industries, Inc. – Hospers, IA

  - Supported top talent identification processes by interviewing candidates and executing onboarding, orientation and benefits processes.
  - Recruited new employees and built relationships, driving visibility.
  - Handled sensitive employee and company information with highest level of confidentiality and discretion.
  - Directed HR programs, policies and processes to improve operational efficiency.
  - Advised leadership and personnel on driving HR policies, and business strategy implementation.
  - Investigated workplace issues with professionalism and sensitivity and detailed incidents in reports to senior executives.
  - Managed safety and health programs, enforcing compliance with occupational health and safety regulations.
  - Supported internal and external auditing teams conducting impartial compliance reviews.
  - Coordinated off-site medical care and drug and alcohol testing for employees.
  - Issued clear warnings to violators, outlining infractions, penalties and remediation steps.
  - Improved workplace safety and employee productivity by transitioning from manual safety procedures to digital safety management systems.
  - Inspected premises and work of personnel to identify issues or non-conformity.
  - Investigated, resolved and reported on occurrences documented on employee incident and accident reports.
  - Conducted site inspections and audits, recording findings and recommending corrective actions on final reports.
  - Conducted safety briefings at beginning and end of shifts to inform crews of daily task safety hazards.
  - Monitored electronic surveillance systems, fire control systems and closed circuit security systems to keep eye on employee activities and behavior.
  - Facilitated adherence to safety and regulatory objectives and managed client-specific projects, training programs and personnel background checks.
  - Collaborated with senior and department leaders to develop and implement workforce plans
  - Participated and attended meetings or seminars to obtain information for use in training programs or to inform management of training program status.
  - Explained goals and expectations required of trainees.
  - Evaluated effectiveness of training programs and recommended improvements to upper management.
  - Scheduled classes based on availability of classrooms, equipment or instructors.
  - Negotiated contracts with clients for desired training outcomes, fees or expenses.
  - Supported onboarding of new employees by hosting orientation sessions.

02/2017 to 12/2021

Administrative Manager

Harvard University – Somerville, MA

- Created and implemented administrative processes and procedures to prioritize job tasks and establish personnel responsibilities.
- Collaborated with project and department leaders to develop and implement improvements to operational efficiency.
- Tracked and analyzed expenditures to deliver budgets and financial reports.
- Supported staff through in-service training, providing mentorship and additional resources.
- Coordinated and conducted classes to teach procedures to new staff members.
- Organized and maintained documents, files and records.
- Delivered comprehensive training to maintain compliance requirements.
- Communicated job expectations and trained staff to promote team building and discipline.
- Monitored, evaluated and recorded training activities or program effectiveness.
- Organized handbook and course documentation for participants.
- Supervised, evaluated or referred instructors to skill development classes.
- Developed exercise regimens targeting individual athlete needs.
- Suggested exercise modifications to individual athletes to avoid strain and injury.

03/2015 to 02/2017

Human Resources Non-Commissioned Officer

City Of Santa Barbara, Ca – Santa Barbara, CA

- Discussed promotions, overseas transfers, travel orders and salary details with military personnel.
- Established and maintained trusted relationships around organization to optimize business and employee experience.
- Provided essential support to address individual HR needs of employees.
- Established and generated various reports to verify HR compliance.
- Developed and documented HR procedures to refine processes and drive compliance with policies.
- Processed actions to attain and renew personnel security clearances, special compartments and polygraphs, working in internal affairs on background investigations and special priority requests.
- Executed brigade personnel administration functions to facilitate evaluation reports, finance transactions and awards.
- Safeguarded human resource information, maintaining employee confidence and protecting operations.
- Communicated information on proper procedures, judicial processes and successful strategies for criminal investigations.
- Conducted static and roaming patrols in designated areas of operations to identify criminal activities, to prevent incidents.
- Maintained knowledge of changes in laws and planned alteration of departmental strategies and policies accordingly.
- Wrote reports detailing after action events and people involved.

11/2012 to 03/2015

Administrative Specialist

United States Marine Corps, USMC – City, STATE

- Arranged domestic and international travel, hotel and transportation needs for staff.
- Gathered, entered and updated data to maintain departmental records and databases.
- Assisted with team building initiatives and overall support for maintenance of organizational culture and employee morale.
- Summarized and analyzed data from sources to create detailed documents, reports and high-level presentations.
- Developed successful filing system to increase ability to retain and recover documents, reports and records.
- Worked with finance department to file receipts and reimbursements.
- Generated status reports for senior management activities critical to meeting project and departmental goals.
- Calculated and processed payroll, monthly billing and invoices for large corporate accounts.
- Automated office operations by managing internal and external customer correspondence, record tracking and data communications.
- Input client information into spreadsheets and company database to provide leaders with quick access to essential client data.
- Exceeded quality goals to support team productivity.

## EDUCATION AND TRAINING

### GED

University of The Incarnate Word - San Antonio, TX

## ACTIVITIES AND HONORS

- Navy and Marine Corps Commendation Medal
- Navy and Marine Corps Achievement Medal (2)
- Certificate of Commendation | Letter of Appreciation (8)