

JESSICA CLAIRE

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

SUMMARY

Forward-thinking Human Resource Coordinator with expertise in hiring, developing and motivating employees. Well-versed in explaining benefits packages to assist employee comprehension and decision-making. Builds rapport at all levels and resolves issues professionally.

SKILLS

- COMPUTER COMPETENCIES:
- Proficient in MS Word
- Conflict Management
- Excel
- PowerPoint
- Outlook
- iPRO
- Type 45-50 wpm, 10-key
- Microsoft Teams
- Iron Mountain (Auditing)
- Novo Nordisk (Success-Factor)
- I9 Tracker System
- Human Resources
- Strategic Sourcing
- Personnel Engagement
- Team Collaboration
- Policies Implementation
- Staffing and Recruiting Professional
- Recruitment
- Employee Engagement
- Employee Recruitment
- Interviewing Expertise
- Employee Onboarding

EXPERIENCE

Human Resources, 08/2022 - Current

St Therese Home Of New Hope – Robbinsdale, MN

- TA Acquisition
- Pulling documents of new hire from Novo Nordisk Source Factor site and upload into their file and in Master Tractor (Excel)
- Compressing documents of new hires, audit, uploading onto excel spreadsheet.
- Uploading tickets once compressions are completed.
- External/Internal Audits in Iron Mountain site two weeks after start and onto Excel spreadsheet
- Sending and following up with Candidates on Onboarding Paperwork
- Follow up with Hiring Managers to do I9 forms in other locations
- Final Communications for new hires sending emails on orientation, and location
- Creating I-9 forms for new h
- Assisted candidates with application processes by answering questions about application, performing background checks, providing I-9 forms and handling drug screening paperwork.
- Processed, verified and maintained personnel-related documentation.
- Gathered personnel records from other departments or employees.
- Partnered with HR on creative strategies for talent acquisition processes and procedures while researching market trends.
- Created, organized and maintained employee personnel files to keep sensitive data secure.

Caregiver, 01/2016 - Current

Belmont Village – Lakeway, TX

- Help clients or residents with activities of daily living.
- Perform personal care tasks such as hygiene, ambulation, eating, dressing, toileting, and shaving.
- Provide transfers assistance by moving clients in and out of beds, baths, wheelchairs, or cars.
- Maintain specialized approach to responsibilities such as uniform, start times, and absenteeism.
- Create and maintain pleasant work environment.
- Help with sanitation and housekeeping tasks of client's room, bathroom, and common areas.
- Perform general household tasks including laundry, shopping, errands, and transportation.
- Implement and support resident-care plans.
- Assisted with meal planning to meet nutritional plans.

Staffing Coordinator Assistant, 08/2021 - 06/2022

Emcor Group, Inc. – Overland Park, KS

- Serve as liaison for Upper Darby School District to identify potential candidates.
- Ensure contractors' onboarding documents are complete and accurate for job placement.
- Manage schedules and work assignments for district teachers and teacher assistants.
- Compile, review, and process invoices
- Contact contractors for credentialing and billing.
- Mentored team members to succeed and advance within department and company.
- Established work schedules and assignments for employees.
- Coordinated and planned work shift schedules according to availability.
- Assisted in new hire process by calling and scheduling appointments with candidates, filling out required paperwork and preparing manuals.
- Assisted payroll teams by reporting employee hours and calculating correct compensation.
- Kept track of timekeeping responsibilities and employee time off requests when completing schedules.
- Provided support during new employee interviews and orientations.

Human Resource Coordinator, 04/2021 - 10/2021

Midwestern Wheels, Inc. – Rhinelander, WI

- Manage interview scheduling for in-house recruiting team: confirm availability of interviewers and interviewees, set up meetings, secure meeting spaces.
- Performed reference checks for candidates during final interview stage.
- Create, post, and remove job ads promptly on both external and internal job board sites as needed.
- Conflict management in workplace and with staff, to keep professionalism.
- Maintain comprehensive and accurate reports on various activities such as employee training and career progression.
- Managed communication regarding employee orientation and open enrollment for benefits.
- Initialized background checks for potential new hires.
- Explained human resources policies and procedures to employees.
- Answered employee questions during entrance and exit interview processes.
- Selected and interviewed candidates for all available positions.
- Assisted in employee recruitment, hiring and interview processes.
- Helped with employee transfers and referrals.
- Attended conferences, workshops and special events to recruit qualified candidates for company.

Human Resource Intern, 08/2019 - 12/2019

Spectrum Health – Belding, MI

- Assisted VP with various projects such as identifying and recommending compensation and benefits packages needs.
- Completed employee evaluations reports and created addendums and recommendations based on needs of center.
- Assisted HR generalist with various HR data entry functions such as I-9 and employee electronic file creation.
- Utilized HR Jet Pay system to review active and inactive employee information.
- Ensured that all employees were accurately coded.

- Attended meetings with both constituents and outside partners regularly.

- Created, organized and maintained employee personnel files to keep sensitive data secure.

- Updated internal databases with new employee information, contact details and employment forms.

- Organized and stored employment forms and information.

- Analyzed employment-related data and prepared reports.

Administrative Receptionist, 04/2015 - 09/2015

Hay Group – City, STATE

- Provided primary phone coverage (first to answer all incoming calls)
- Prepared and mailed all US/UPS/FedEx packages.
- Sorted and distributed incoming mail.

- Oversee all aspects of publication orders including inventory and maintenance of inventory.

- Oversee all administrative aspects including registrations, confirmations, certificates, badges & evaluations, preparation, and mailing of materials to seminar sight.

- Assisted Office Manager in processing of annual conference registrations, preparation of packets, badges, and delegate materials

- Assisted staff in creating a system for responding to telephone and written requests for warehousing industry information.

- Processed payments and updated accounts to reflect balance changes.

- Scheduled and confirmed appointments.

- Delivered administrative support to team members by making copies, sending faxes, organizing documents and rearranging schedules.

- Sorted incoming mail and directed to correct personnel each day.

- Scheduled and confirmed appointments and meetings for management team.

- Oversaw office inventory by restocking supplies and submitting purchase orders.

- Handled conference room scheduling, collaborating with meeting organizers on logistics and catering.

- Greeted customers, answered general questions and directed to appropriate locations.

- Answered multi-line telephone with polite tone to provide general information and answer inquiries.

- Operated telephone switchboard to answer, screen and forward calls to appropriate personnel.

Administrative Assistant/ Receptionist, 03/2014 - 03/2015

HUB International, Inc. – City, STATE

- Answered general phone inquiries using professional and courteous manner.

- Greeted clients/suppliers/visitors to organization in professional and friendly manner.

- Used computer word processing, spreadsheet, and database software to prepare reports, memos, and documents.

- Purchased, received, and stored office supplies ensuring that basic supplies are always available.

- Updated and ensured accuracy of organization's databases.

- Provided secretarial and office management support while building cooperative working relationships.

- Scheduled appointments, meetings and events for management staff.

- Coordinated appointments, meetings and events for management staff.

- Directed customer communication to appropriate department personnel.

- Pleasantly welcomed visitors, answered phone calls and maintained front reception desk.

- Handled incoming calls and directed callers to appropriate department or employee.

- Kept office equipment functional and supplies well-stocked to promote efficient operations.

- Sorted and distributed incoming faxes, letters and emails for office distribution.

- Used voice recorder or notepad to compose and transcribe meeting minutes.

Administrative /Receptionist, 12/2010 - 02/2014

Cozen O'Connor – City, STATE

- Updated seating charts, workstation signs, and assisting with key assignments.

- Monitored and replenished copier/printer paper, as needed.

- Assisted with Outlook calendar maintenance and scheduling of meeting rooms.

- Performed other administrative duties as assigned.

- Provided support with copier/printer issues.

- Maintained continuity within diverse office environment by documenting and communicating actions, irregularities, and continuing needs.

- Maintained mailroom area ensuring area is stocked, organized, clean and neat.

- Answered and directed incoming calls using multi-line telephone system.

- Served visitors by greeting, welcoming and directing to appropriate personnel.

- Delivered administrative support to team members by making copies, sending faxes, organizing documents and rearranging schedules.

- Maintained daily calendars, set appointments with clients and planned daily office events.

- Oversaw office inventory by restocking supplies and submitting purchase orders.

EDUCATION AND TRAINING

Master of Science: HR/Organizational Development and Leadership, 12/2020

Saint Joseph University - Philadelphia, PA

Bachelor of Science: Business Administration, Human Resource Management, 05/2010

American InterContinental University - Hoffman Estates, IL

Business Office Operations Certification, 10/2007

DPT Business School - Philadelphia, PA