

JESSICA CLAIRE

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HIGHLIGHTS

MS Office Suite (MS Word, Excel, Powerpoint, Access and Outlook), Travis, ABRA, ProBusiness, Oracle, PeopleSoft, Kronos, and ADP, Ceridian.

EDUCATION

University of Tennessee
BS: Business Administration
Human Resources Management and General Management
Business Administration Human Resources Management and General Management

SUMMARY

To continue a career in the Human Resources profession that requires strong analytical skills, proven ability and knowledge, exceptional energy and commitment.

ACCOMPLISHMENTS

EXPERIENCE

Ols Hotels & Resorts - Human Resources Manager
Tempe, AZ • 12/2007 - Present

- Responsible for planning, development, implementation and budgeting of all Human Resources related functions including Employee Relations, Payroll, Compensation Management, Benefits Administration, Talent Management, Safety Program and Training, Recruiting and Retention, Training and Organizational Development and other Projects for multi-state locations Coordinates all recruitment efforts with hiring managers, coordinates interviews, accepts resumes and applications, interviews and assists with the final decision process Process background investigations and schedule pre-employment drug testing Review current staffing levels and project future staffing needs based on sales and production projections Conduct new hire orientation and schedule any specialized training that is needed Conduct exit interviews and analyze results to look for trends in reasons left Monitor and track the annual review process Responsible for identifying, planning and executing needs for training, performance, educational programs, while locating and recommending available resources to attain organizations objectives and enhance employee development Integrate training and safety programs to meet government standards and monitored the progression designed to maximize employees response, performance and knowledge Review current incentive program to promote good attendance and safe working practices Manage Workers Compensation claims and costs and head Safety Committee Implements and updates the compensation and evaluation program; rewrites job, conducts annual salary surveys, develops salary budget, and monitors performance evaluation program Coordinated and lead a weekly HR walk thru in each department where employees had one on one time with HR to ask questions, make suggestions or comments.
- Develops, recommends, implements and ensures compliance with personnel policies and procedures Prepare and maintain employee handbook Assists managers with employee issues relating to job performance, attendance, policy violation, etc.
- Knowledgeable of all federal/state regulations including EEO, FLSA, ADA, labor laws and agreements.

Adp - Senior Benefits Specialist
Elk Grove Village, IL • 02/2007 - 09/2007

- Benefits administration including major Medical, Dental STD, LTD, Supplemental Life, Group Life & 401(k), ASPP for 10,000 employees in multi-state locations Ensure accurate and timely filing of legal compliance documents including Form 5500 and related audits Perform annual Section125 discrimination testing for Cafeteria plans Prepare Benefit recap and other benefit financial reports as requested by management Resolve intermediate level problems related to eligibility, claims, and other benefit issues Coordinate administrative processes for the 401(k) Retirement Plan, including biweekly remittances, quarterly enrollment calendar, entering deferral elections and pension indicators into HRIS, monitoring loan reports and hardship withdrawal suspensions, and responding to requests from TPAs Resolve benefit related matters with Stop Loss Carrier Manage and coordinate claim subrogation issues with TPA FMLA/LOA tracking and documentation.

Volunteers Of America - Chesapeake - Senior Employment Specialist
Washington, DC • 04/2006 - 02/2007

- Develops and coordinates all recruiting and staffing strategies and activities Administers assessment tools to all internal and external candidates Identifies, develops and implements effective interview/referral selection strategy for referring top internal/external talent to hiring officials for further interviews and candidate selection Assists hiring managers in the selection and recommendation process, including counseling regarding diversity initiatives, proposed budgeted salary offers, and equity analysis Reviews salary budgets and proposes salary for new hires or obtains necessary approvals Conducts reference interviews and background verification of candidate selected Communicates with hiring managers, training departments and other HR representatives regarding new hire processing and the transferring/promoting of internal staff.

Refresh Mental Health - Human Resources/Compliance Specialist
Denver, CO • 07/2003 - 04/2006

- Conducts recruitment effort for all exempt and nonexempt personnel, and temporary employees; conducts new-employee orientations; write and place job advertisements Knowledgeable of Employment and Labor Laws ADA, ERISA FMLA, FLSA guidelines Performs benefits administration to include open enrollment, claims resolution, change reporting, and communicating benefit information to employees Ensure compliance in federal and state laws as it relates to COBRA administration and FSA administration for local and multi-state clients Review and interpret IRS Revenue Rulings relating to Section 125, FSA and COBRA administration for local and multi-state clients Review plan documents, amendments and procedures of various clients to ensure compliance with applicable laws Administer 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.

SKILLS

ABRA, ADA, administrative, ADP, advertisements, ask, Benefits Administration, budgeting, budgets, budget, Ceridian, counseling, clients, documentation, educational programs, Employee Relations, equity, filing, financial reports, FSA, government, hiring, HRIS, Human Resources, HR, Kronos, legal compliance, Access, Excel, MS Office Suite, Outlook, Powerpoint, MS Word, monitors, Oracle, Organizational Development, Payroll, PeopleSoft, personnel, policies, processes, Recruiting, recruitment, reporting, Safety, sales, staffing, strategy, surveys, employee development