

# JESSICA CLAIRE

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## Summary

A highly experienced and results oriented CEBS accredited Human Resources professional who communicates and collaborates effectively with all levels of staff by relying on excellent interpersonal skills, outstanding customer service and a solid expertise in human resources management.

## Highlights

- Employee Relations
- Full-cycle recruiting
- Employment law
- Manager coaching and training
- Benefits administration
- Policy development

## Experience

### **Human Resources Administrator, 08/2014 to Current**

**Choiceone Financial Services, Inc. – Kent City, MI**

Responsible for the onboarding of adjunct faculty

Effectively resolve employee relation matters for Local 153 Union staff

Handle full-cycle recruitment for Local 153 Union open positions

Assist hiring managers throughout the University with pre-employment activities

Work closely with payroll staff to process employment related changes for adjunct faculty and Local 153 Union staff

### **Manager, Human Resources, 02/2002 to 05/2014**

**Comcast – Feasterville Trevose, PA**

Melville, New York Non-for-profit scientific publishing center with 300 employees in multiple locations 2/02 to 5/14 Manager, Human Resources Overall responsibility for the HR functions for the organization, including compliance with laws and regulations, training and workforce development, recruitment, and employee relations. Provide advice to management on the application of employment laws, benefits and workers' compensation, employment policies in the context of hiring, discipline, performance management, leave management, employment termination and other human resources issues. Sr. Compensation & Benefits Analyst Benefit Administration \* Administered Retirement Plan, Short and Long Term Disability, FMLA and Worker's Compensation \* Conducted benefit orientations \* Assisted in the coordination of open enrollment \* Prepared COBRA notices \* Filed life insurance benefit claims \* Resolved claims issues \* Responded to employee inquiries about policies and procedures System Administrator for the HRMS \* Assured data accuracy for on line benefit enrollment \* Prepared census data for insurance renewals, including FAS 106 \* Created ad hoc reports for HR and management \* Tracked and maintained data for Affirmative Action Plan Assist Director, Compensation & Benefits with the wage and salary program \* Prepared payroll authorization forms to begin the review process \* Verified and processed salary recommendations for compensation committee based on salary and performance matrix

### **Corporate Benefits Coordinator, 03/2001 to 04/2002**

**Reser's Fine Foods Stay Connected Email Address – Kalispell, MT**

Woodbury, New York Capital equipment manufacturer with 1,500 employees worldwide 3/01 to 4/02 Corporate Benefits Coordinator Retirement Plans \* Handled all aspects of the 401(k) plan including quarterly enrollments, loans, QDROs, rollovers, wire transfers, terminated employee distributions \* Compiled data for discrimination testing \* Entered employee data on vendor's website Administered self-insured health plans including medical, dental and vision \* Approved wire transfer for claim payments \* Processed enrollments, changes and terminations \* Ensured stop loss limits were adhered Processed STD, LTD, FMLA and Workers' Compensation claims Human Resource Information System \* Set-up and maintain benefits module in HRIS \* Performed integrity testing on divisional information contained in HRIS \* Responsible for data entry, new hires, salary changes, terminations

## Education and Professional Affiliations

### **Bachelor of Arts**

**Dowling College**

Dowling College Bachelor of Arts

### **Certificate: Human Resources Management**

**Long Island University**

Long Island University Certificate, Human Resources Management

Member, International Society of Certified Employee Benefit Specialist Member, Society for Human Resource Management, (SHRM) Committee member of the SHRM-LI Diversity and Inclusion Council

## Certifications

CEBS Certified Employee Benefit Specialist Certificate, Human Resources Management

## Affiliations

International Society of Certified Employee Benefit Specialist

## Skills

Benefits, Claims, Compensation, Fmla, Long-term Disability, Human Resources, Payroll, Recruitment, Affirmative Action, Annuities, Cobra, Disability, Employee Relations, Employment Termination, Fas, Fas 106, Hr, Hrms, Life Insurance, Long Term Disability, Performance Management, Publishing, Training, Corporate Benefits, Data Entry, Dental, Discrimination, Hr Information System, Hris, Loans, Ltd, New Hires, Payments, Short-term Disability, Std, Terminations, Testing, Wire Transfer, Onboarding, Adp, Benefits Administration, Coaching, Customer Service, Employment Law, Excel, Full-cycle Recruiting, Microsoft Excel, Microsoft Powerpoint, Microsoft Word, Policy Development, Powerpoint, Receptionist, Recruiting, Retail Sales, Word, Diversity And Inclusion, Human Resource Management, Human Resources Management