

Jessica Claire

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

SUMMARY

Driven HR Specialist bringing an innovative approach to human resource management while creating a team-driven environment that fosters room for development and growth while assisting the company to accomplish its mission and goals.

SKILLS

- Recruiting
- Employee relations
- Complex problem-solving
- HR policy/procedure development
- HRIS
- Workplace diversity cultivation
- Staff training and development
- Project management
- Payroll and benefits administration
- Data evaluation
- Affirmative action
- Experience with SAP, ADP, Ceridian, Dayforce, eTime, GRMS

EXPERIENCE

HR BUSINESS ASSOCIATE

05/2016 to CURRENT

Colgate-Palmolive Company | Seattle, WA

- **Training and Development:** Work with site leadership to develop and implement training processes and plans that drive operational excellence and functional/technical competence.
- **Recruiting:** Plan and coordinate the multi-step recruitment and selection process for Technicians and other positions including testing, interviews, background checks, physical/drug screens and new hire on-boarding processes. Utilize the Global Recruitment Management System (GRMS) and ensure effective advertisement and applicant tracking for all positions. Work to match hiring needs with diversity goals by establishing and maintaining relationships with external educational institutions and community outreach organizations.
- **Project Management:** Creating and leading various projects within the function that support recruiting needs, DE&I Initiatives, etc.
- **Employee Relations:** Maintain an ongoing and open communication with front line supervisors to monitor potential issues; support informal and formal discipline discussions and documentation. Work with managers to implement proactive employee relations and employee engagement initiatives.
- **Affirmative Action:** Develop and assemble all information and analysis as it relates to the Affirmative Action Plan for the plant. Ensure on-going compliance to EEO initiatives and AAP goals. Lead actions to meet AAP annual goals based on analysis of workforce and local labor availability.
- **Benefits:** Assist in resolving issues for employees as it relates to benefits by interacting with the HR Info Center, corporate benefits, and medical providers at the request of employees who have concerns and need assistance in resolution. Understand and interpret benefit policies and procedures. Provide assistance and interpretation of guidelines/policies as it relates to time off work for FMLA, approved leaves of absence, parental leave and vacation/holidays.
- **Performance Management:** Provide support with discipline discussions and documentation. Track and maintain Performance Enhancement Plan (PEP) documents.
- **Leave Management:** Manage employee absences and leaves tracking (absences, emergency vacation, STD, FMLA, parental, bereavement, etc.), timekeeping database management and conduct regular audits.
- **Employee Programs:** Coordinate and manage employee programs and celebrations including service awards, retirements, team buildings, community involvement and other local site celebrations.
- **HR Data Integrity:** Maintain HRIS data and audit-ready HR records, including candidate and master job files, leave files, medical files, training files, and I-9 files.
- **Compensation:** Support compensation processes including the quarterly bonus plan, annual wage surveys and technician wage increases.
- **HR Budget Planning/Payroll:** Conduct bi-weekly payroll through ADP/eTime. Provide timely, accurate, and efficient execution of monthly spend. Budget ownership of HR budget/LE.

HUMAN RESOURCES ADMINISTRATIVE TECHNICIAN

03/2014 to 05/2016

Americold Logistics | Tomah, WI

- Training and Development
- Recruiting
- Employee Programs
- Leave Management
- HR Data Integrity
- HR Budget Planning/Payroll
- Performance Management

ADMINISTRATIVE ASSISTANT

09/2013 to 03/2014

Hill's Pet Nutrition | City, STATE

- Recruiting
- Training and Development
- Employee Programs
- Leave Management
- HR Data Integrity

EDUCATION AND TRAINING

Bachelor's Degree | Psychology, Business Administration

2012

Central Methodist University, Park Hills, MO

Associates Degree | General Studies

2010

Mineral Area College, Park Hills, MO

WEBSITES, PORTFOLIOS, PROFILES

- <https://www.linkedin.com/in/Jessica-Claire-7758b892/>