

# JESSICA CLAIRE

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## PROFESSIONAL SUMMARY

Conscientious and compassionate Human Resources professional with drive for helping employers recruit, develop and retain qualified candidates. Skilled at partnering with management teams to build employee-centric cultures promoting positive morale and optimizing productivity. Motivating and positive with excellent interpersonal, coaching and communication skills.

## SKILLS

- Managed HR Department with (10) Employees.
- Involved in all aspects of Human Resources including: Recruitment, Employee Relations, Benefits, and Compensation.
- HR experience working in fast pace environment.
- Multi-task abilities.
- Comfortable working in team environment
- Previous experience handling confidential information.
- Proficiency with Microsoft Office Suite, SAP, & Peoplesoft HCM.
- File and records management.
- State of Louisiana Licensed Producer
- Transportation Worker Identification Credentials (TWIC)

## WORK HISTORY

### Bridgewell - Human Resources Manager

Lynn, MA • 01/2014 - 09/2020

- Responsible for ensuring personnel needs are met both technically and quantitatively by implementing suitable recruiting program and also improving overall quality of workforce.
- Responsible for general management with workforce including monitoring morale, retention, training, organizing negotiating wages, record keeping, arranging Visas, inoculations, etc.
- Developed comprehensive cost effective recruiting & selection strategy, and retention plan. Comply with US Coast Guard requirements for personnel hiring and training.
- Directed onboarding and training for over 400+ new hire employees each year, keeping company operations smooth and production efficient with skilled candidates.
- Collaborated with senior management and performed helpful tasks, including benefits analysis, corrective action planning and big-picture data capturing.
- Reduced workers' compensation claims by instituting corporate safety training program.
- Adhered to all federal and state guidelines and managed payroll and benefits for over 400+ employees.
- Evaluated effectiveness of training programs and provided upper management strategic recommendations for improvements.
- Maintained company compliance with all local, state and federal laws, in addition to establishing organizational standards.
- Collaborated with cross-functional departments to create, manage and maintain SAP HCM and Peoplesoft HCM reporting.
- Developed proficiency in rates of pay for each position and benefits offered to potential candidates.
- Interface with Director of HSES to make certain that all personnel have required safety, technical and regulatory training.
- Execute background verification on all potential candidates for hiring.
- Responsible for medical fitness of all potential employees
- Investigate HR issues including but not limited to harassment and discrimination.
- Participated and attended unemployment hearings.
- Maintained personnel cost to budget.
- Approved semi-monthly payroll.
- Make proposals to Senior Management to improve all aspects of Offshore workforce.

### Tidewater, Inc. - International Crew Supervisor

City, STATE • 10/2006 - 01/2014

- Performed as liaison between US HR Operations and multiple HR Departments in (90) countries.
- Directed onboarding and processing of US employees working in foreign locations.
- Provided HR support to those employees while working in foreign locations ensuring all personnel needs are met.
- Communicated and coordinated with US Department of State and Bureau of Consular Affairs to expedite passports and visas.
- Coordinated travel and hotel accommodations.
- Assisted in delivery process when many vessels returned from international waters back to US waters.
- Submitted monthly US employees payroll.

### Tidewater Inc. - Personnel Representative/Benefits Coordinator

City, STATE • 01/1999 - 09/2006

- Provided daily HR support to Manager with implementation of policies, programs and procedures.
- Contacted potential candidates to make conditional offer on behalf of HR Manager.
- Organized and maintained employee files for 1100+ employees.
- Performed, Assisted and coordinated welfare benefits to 1100+ employees.
- Resolved issues with Insurance carriers on behalf of employees.
- Assisted with annual benefits open enrollment
- Executed new hire benefits orientation.
- Analyzed and updated benefits files and HRIS database
- Administered and monitored FMLA employees.
- Processed STD and LTD benefits claims.
- Processed terminations and continuation of benefits under COBRA.
- Monitored and dispense petty cash account.

## ACCOMPLISHMENTS

- Employee of the year
- American Marketing Association outstanding member-College

## AFFILIATIONS

- Society of Human Resource Management
- American Marketing Association
- State of Louisiana License Producer
- Delta Sigma Pi