

JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105 ♦ (555) 432-1000 ♦ resumesample@example.com

SUMMARY

Accomplished Human Resources Executive with four (4) years of experience leading human resources operations and organizational planning. Well-versed in employment laws, performance appraisals, salary structure and benefits program management. Seasoned expert at protecting company interests and building successful office culture to promote employee retention and performance. SHRM certified professional.

SKILLS

- Payroll administration
- Staff compensation
- Process improvements
- Training development
- Compliance
- Benefits programs
- Affirmative action
- Policies implementation
- Benefits administrator
- Personnel engagement
- Cost reductions
- HRIS applications proficient
- Personnel recruitment
- Organization
- Project organization
- MS Office
- Operational improvement
- Insurance billing
- Problem resolution
- Relationship development
- Team management
- Invoice generation
- Planning and coordination
- Inventory management
- Business operations
- HRIS System
- Administrative support
- Supervision
- Communications
- Process improvement
- Team building

EXPERIENCE

Human Resources Executive, 07/2016 - Current

Altru Health System Clinic – Warroad, MN

- Worked with HR management to devise and update policies based on changing industry and social trends.
- Tracked programs closely to assess effectiveness and make proactive changes to meet changing demands.
- Maintained compliance with all local, state and federal laws, as well as established organizational standards.
- Developed job descriptions using targeted keywords and published job openings on company website and job boards.
- Set up compensation and benefits structures according to market conditions and budget demands.
- Created succession plans and promotion paths for all staff.
- Created comprehensive orientation program to acquaint new employees with company programs, guidelines, policies and procedures.
- Developed hiring and recruitment policies for [40]-employee company.
- Identified and implemented employee relations practices to establish positive employer-employee relationships and boost employee morale.
- Devised training programs for new and existing employees.
- Directed process of organizational planning by evaluating company-wide structure, job design and manpower forecasting.
- Worked with department managers to assess needs.
- Supported top talent identification processes by interviewing candidates and executing all HR steps, including onboarding, orientation and benefits.
- Researched, identified and maintained knowledge of labor regulations, legal requirements and government reporting regulations.
- Supervised HR Department employees by directing activities and monitoring performance.
- Advised senior management on human resources issues and approved terminations.
- Launched EEOC and Affirmative Action investigations and resolved employee complaints.
- Devised and executed employee development, performance oversight, compensation and benefits programs.
- Diminished obstacles and saved time, spearheading special projects through effective emergency resolution.
- Strengthened traceability by developing organization systems for records, reports and agendas.
- Decreased project gaps by successfully mentoring staff on best practices and protocol while monitoring performance quality control for corrective action planning.
- Developed process improvements and streamlined procedures to effectively resolve employee discrepancies.
- Liaised between employees and senior leadership to address inquiries, complete contract processing and foster problem resolution.
- Evaluated staff performance at multiple facilities and made recommendations for training improvement.
- Prepared employees for assignments by establishing and conducting orientation and training programs.
- Implemented employee engagement and development activities, presentations and training to maximize productivity and unite workforce.
- Reduced process lags by quickly processing personnel actions, awards, flags, legal incidents, sponsorship, evaluations, morale and welfare documentation.
- Fostered productivity by coordinating itinerary and scheduling appointments.
- Optimized processes by training employees to apply industry best practices and observe all protocols.
- Reviewed compensation program and developed short- and long-term plans to increase efficiency and employee satisfaction.
- Oversaw all facets of staff and client training objectives to install knowledge of federal, state and local regulations and requirements.
- Applied comprehensive understanding of HR principles and employment laws and regulations to provide counseling to various departments and develop effective policies.
- Created and implemented highly effective and individualized human resource solutions for clients.
- Boosted employee morale by establishing fair job descriptions, grades, salaries and benefit programs in accordance with market standards.
- Maintained employee benefits programs and informed employees of benefits by studying and assessing benefit needs and trends.
- Developed processes and metrics that supported achievement of organization's business goals.
- Developed hiring and recruitment policies for 40 employee company.

Intern, 02/2016 - 04/2016

Interim Healthcare – Charleston, SC

- Reviewed orders and validated accuracy of requests.
- Coordinated all logistics for events, such as scheduling, budget development and management, staffing and liaising with clients about all event needs.
- Selected décor and event materials fitting clients' requests and vision.
- Directed event production in collaboration with sponsors, hosts and internal teams.
- Attended and participated in industry events.
- Directed florists, photographers, musicians, officiants and ceremony participants during pre-ceremony, ceremony and post-ceremony events.
- Contributed to seminars for facility managers, stylists and consultants.
- Organized events, including location selection and booking, scheduling, marketing initiatives, resourcing and seminar coordination.
- Assessed event success and uncovered room for improvement through client feedback.
- Organized all event logistics and operations, including facility selection, pricing, transportation, accommodations, food and beverage selections and audio-visual arrangements.
- Negotiated contracts for special shows and negotiated rates with vendors.
- Implemented feedback initiatives to generate insights for process enhancement and business strategy.
- Organized corporate luncheons, dinners, conferences and special events.
- Marketed and publicized weddings and other special events in social calendars.
- Managed catering services, audio-visual services and housekeepers.
- Negotiated vendor rates and coordinated contract details.
- Developed and retained strong customer rapport through proactive contact.
- Coordinated guest reservations, arranged transportation and scheduled event venues.
- Planned, coordinated and executed weddings and special events.
- Boosted client satisfaction through administration of on-site service requests and effective management of event logistics.
- Recommended money-saving strategies for events.

Volunteer , 04/2013 - 07/2013

Friends Society(Social Welfare Organization) India – City, STATE

- Observed safety protocols to minimize accidents and spread of disease.
- Supported execution of social service programs for underprivileged children.
- Maintained thorough and accurate records outlining program operations and participant progress.
- Earned reputation for good attendance and hard work.
- Created agendas and communication materials for team meetings.
- Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.

EDUCATION AND TRAINING

Certification in Human Resources Management : Human Resources Management, 03/2017

University of North Georgia - Gainesville, GA

Certified Professional in SHRM Essentials of Human Resources Management

Bachelor of Science: Family And Community Sciences, 01/2015

Maharaja Sayaji Rao University, India - Vadodara, Gujarat

ACCOMPLISHMENTS

A successful entrepreneur, running a small batch soy candle making business that was founded by me in September, 2016.