

# | Jared Woodcock |

---

Sullivan, MO 63080 • (314) 605-1633 • jared.woodcock@yahoo.com

---

Detail-oriented and well-organized professional who is looking for a career to best suit my knowledge and strengths, and most importantly, one that I am passionate about. I believe this position in your company fits that description. I am very eager to learn and always looking for ways to problem-solve. Hoping to leverage my skills in a way to positively impact your company.

---

## PROFESSIONAL EXPERIENCE

Imperial, Bourbon, MO • *Human Resources Specialist*

5/2021 - 3/2024

- Gathered and reported out data to the majority of the company, everyone from the CEO to production floor managers.
  - Analyzed trends in turnover rates, wage increases and other key metrics related to human resources activities.
  - Played a key role in the implementation of a new HRIS system, helping people throughout the company navigate it.
  - Built out reporting tools through the new HRIS system for several different department heads, including the CEO, COO, CFO.
  - Handled EEOC claims, worker's compensation, unemployment claims, and hearings.
  - Developed and implemented performance management systems.
  - Performed full-cycle recruitment, from job postings to selection and onboarding of new hires.
- 

## EDUCATION

B.S. in Accounting • Fontbonne University *Cum Laude*, St. Louis, MO

5/2021

GPA 3.8 • 8x Dean's List • 3 year collegiate athlete

WashU Full-Stack Coding Bootcamp, Online

3/2024

---

## KEY SKILLS

Critical Thinking

Data Analysis

Verbal and Written Communication

Microsoft Office Products

### Front-End Proficiencies:

HTML

CSS

JavaScript

JQuery

Responsive Design

React

Bootstrap

### Back-End Proficiencies:

APIs

Node

Express

MySQL, Sequelize

MongoDB, Mongoose

REST

GraphQL