

JESSICA CLAIRE

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SUMMARY

Human Resources Generalist offering fifteen years in human resources and recruiting. Highly driven to achieve company goals. Human Resources Generalist who promotes a team-oriented and open-door environment that is conducive to a successful employees.

HIGHLIGHTS

- Benefits administrator
- Employment law knowledge
- Employee relations
- Payroll expertise
- Leave management
- Workers compensation
- HRIS reporting
- Staffing and recruiting professional

EXPERIENCE

08/2007 to Current

HR and Payroll Generalist

Boomtown â€™ Greenville, SC,

- Successfully implemented Ceridian Dayforce Payroll, HR and Benefits Management modules.
- Analyze, prepare and process multi-state and international payrolls on a weekly, bi-weekly and semi-monthly basis; Process bonus and ad hoc payrolls as needed.
- Knowledgeable about Canadian benefits including provincial insurance, taxable benefits and RRSP.
- Oversee 401K, medical, dental, vision, FSA, group term and voluntary life insurance programs company-wide
- Successfully closed company's pension and transitioned employees to the 401K.
- Respond to inquiries from employees and management regarding new-hire activity and ongoing employee relation issues.
- Work with HR team on establishing consistent hiring practices.
- Successfully handle voluntary and involuntary terminations in the workforce.
- Planned, organized and led annual open enrollment question and answer sessions with employees on benefit programs.
- Assist with recruiting and interviewing process to comply with Affirmative Action Plan.
- Provide administrative support to human resources function (e.g. offer letters, new hire paperwork, separation paperwork, annual mailing, record keeping, file maintenance, HRIS entry, maintain driver files, random DOT drug testing program, etc.).
- Provide recruiting and hiring support to the managers and HR Director.
- Act as liaison between employee and insurance providers to resolve benefit related questions and ensure effective utilization of plans and positive employee relations.
- Primary contact for worker's compensation claims, LTD, FMLA and leaves of absence.
- Assist with the completion of sustainability report to parent company.

01/2007 to 05/2007

Human Resources Manager

Kabafusion â€™ Miami, FL,

- Oversaw benefits administration for over 300 employees.
- Implemented and conducted bi-weekly new employee orientation and monthly benefits enrollment meetings.
- Assisted in roll out of a new 401K plan.
- Assisted with the implementation of carrier connections directly from HR system.
- Reconciled monthly insurance billings .
- Processed COBRA, life insurance conversion paperwork and medical support orders.
- Assisted Payroll, as needed, to ensure successful payroll processing.
- Assisted in developing a new hire process for all new employees.
- Maintained accurate data in HR system by entering new hires, terminations and changes.

06/2004 to 01/2007

Corporate Human Resources Manager

Lennar Corp., â€™ Karnes City, TX,

- Supervised Payroll and HR operations.
- Implemented monthly turnover/recruiting report, as well as, other reports to keep Senior Management abreast of activity.
- Interpreted company policies and provided guidance to management on FMLA, performance management and terminations.
- Served as a liaison in the resolution of employee relations issues.
- Administered and managed group health, dental and life insurance plans.
- Oversaw FSA and 401K plans.
- Advised Senior Management about state and federal laws concerning HR and

payroll matters.

- Conducted new employee orientation and input employee information into HR/Payroll system.
- Solved policy, benefits, and procedural questions for all employees.
- Administered and managed budgets and monthly bonuses.
- Oversaw workplace safety, unemployment, worker's compensation and liability insurance.

05/1999 to 01/2004 **Regional Human Resources Generalist**

Atlantic Mutual – City, STATE,

- Recruited and interviewed candidates for vacant positions within the company and conducted new employee orientation.
- Served as a liaison in the resolution of employee relations issues.
- Monitored and reviewed department expenditures to ensure proper budgeting and expense management.
- Managed mailroom and reception desk staff.
- Inputted employee information into the company's Human Resources system and maintained an accurate staff count.
- Solved policy, benefits, and procedural questions for all employees.
- Handled voluntary and involuntary terminations in workforce.
- Assisted with implementation of reorganizations within the company.

EDUCATION

Bachelor of Science: Business Administration

Valparaiso University - ,

GPA:

-Coursework in Human Resource Management

SKILLS

ADP, Ceridian Dayforce, Intermediate Microsoft Excel and Word, Quick-Learner, Self-Motivated, Team Player