



Positioning HR as a Business Partner for Excellence

Strategic and innovative HR Executive who translates business vision into HR initiatives that improve performance, profitability, growth, and employee engagement. Empowering leader who supports companies with a unique perspective and appreciation that human capital is every organization's greatest asset. Genuine influencer who thrives on tough challenges and translates visions and strategies into actionable, value-added goals.

AREAS OF EXPERTISE

- Performance Management
 - Talent Acquisition and Onboarding Programs
 - Organizational Development
 - Staffing Model Efficiency
 - HR Internal Audit/Legal Compliance
 - Operations Management, Multi-Unit
 - Employee and Management Training
 - Succession Planning
 - Compensation and Benefits design/administration, including stock options, incentive bonuses, and deferred compensation, and 401K
 - EEOC, AAP, OSHA, W/C, ADA, ACHA, JHACO, and other federal, state, and local compliance program needs, including training, investigation, and prevention programs.
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EXECUTIVE SUMMARY

SENIOR HR DIRECTOR
THE HR ELITE GROUP

JUNE 2017-PRESENT

Most recent Clients: Aerospace Resource Group, Avinode Inc., Ready Windows, and Ingram Micro, Belen Medical Centers-(Group of Clinics 65+)

Consulting role with leading HR Consultancy firm. Responsible for providing Project Management, Talent Acquisition, and/or Generalist duties for a variety of clients.

Internal Business Responsibilities:

- Participated in the startup of the firm by developing and executing business strategy in support of the overall business plan and strategic direction of the organization, specifically in the areas of business development, company mission and vision, standards of excellence for HR advisor to Client delivery.
- Responsible for Onboarding and Training all new HR Advisors.

Responsibilities for Assigned Clients:

- Responsibilities at clients includes, but not limited to: payroll, benefits, talent acquisition, employee relations,
- Project Management functions for some clients includes, but not limited to: Internal HR Audit, HRIS implementation, Leadership Training, Strategic support to Executive team related to Staffing Model Efficiency, Organizational development.
- Developed and implemented recruiting programs including Internet recruiting and developing pre-employment/post-offer background searches that helped to assure fit between candidates and jobs.
- Established and coordinated a well-rounded orientation program (on-boarding) at the organization and departmental level.
- Reviewed, analyzed and managed selection, implementation of and transition to new HRIS system resulting in 20% payroll cost savings year over year and increased functionality for HR team and staff.
- Collaborate with organization's leadership to understand priorities and concerns with existing Human Relations processes and methods.
- Re-align existing Human Resources staff functions and responsibilities to better integrate with all business units and departments for more efficient and accurate processes.

Jessica C. Fassett, SHRM-CP

- Advise business leadership on Human Resources policy, procedures, operations, employee relations, recruitment and employment, wage and hour, salary, record keeping, training, benefits, regulatory compliance, and any other relevant employee centered issues and concerns.
- Active participation in development of Company Strategic Plan, and strategies for employee retention and recruitment in support of Strategic Plan.

CORPORATE DIRECTOR OF HR

SEPTEMBER 2011-JUNE 2017

INTERMEX WIRE TRANSFER

FTE Count of 800 Employees throughout the United States, Mexico, and Guatemala

- Provided strategic and tactical Human Resources services, across 3 Global locations, with an HR team of 12., including but not limited to Training and Development, Performance Management, Employee Relations, Payroll, Benefits and Compensation, and Department Compliance.
- Oversaw a HR budget of \$7M+ annually.
- Participated in the development of the corporation's plans and programs as a strategic partner.
- Developed staffing strategies and implementation plans and programs to identify talent within and outside the corporation for positions of responsibility.
- Developed progressive and proactive compensation and benefits programs to provide motivation, incentives and rewards for effective performance and to provide programs which utilize an employee and company partnership for the short and long-range health and welfare protection of the employees.
- Developed human resource planning models to identify competency, knowledge and talent gaps and developed specific programs in order to execute on findings: Areas of activity included talent management through proper succession planning programs for key contributor and management positions, training and development programs for preparing employees for more significant responsibilities and general business development programs to enhance employee knowledge and understanding of the business of the company and the software industry.
- Developed appropriate policies and programs for effective management of the people resources of the corporation. Included in this area but not limited only to the following would be programs for employee relations, affirmative action, sexual harassment, employee complaints, external education and career development.
- Developed and administered Career Growth Plans for star performers.
- Administration of Sales Compensation Plans, and Training Initiatives.
- Managed the facilitation of Employee Benefits, from Selection to Open Enrollment.
- Created and Managed the New Employee Onboarding process. Implemented a full program including training with key departments, key field training and activities, and understanding core business function, based on position.
- Responsible for annual audit of Employee Records, Job Descriptions, and Employee Handbook.

SENIOR HUMAN RESOURCES MANAGER, AVP

JUNE 2009-SEPTEMBER 2011

EFG CAPITAL INTERNATIONAL

FTE Count of 200 Employees

- Guided and managed the overall provision of Human Resources services, policies, and programs for the entire company.
- Responsible for coordinating the implementation of services, policies, and programs through Human Resources staff; reported to the Senior Administrative Officer and serve on the executive management team; and assist and advise company managers about Human Resources issues.
- Responsible for all the recruitment and staffing for the organization.
- Spearheaded new web-based performance management system resulting in a 40% increase in management usage
- Developed and conducted training initiatives increasing: staff effectiveness/retention, business growth
- Designed and delivered web-based employee management self-service tools improving leadership HR engagement

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POSITIONS HELD PRIOR TO 2009

HUMAN RESOURCES MANAGER FTE Count of 3000 Employees	CALDER CASINO AND RACE COURSE	JANUARY 2008-JUNE 2009
HUMAN RESOURCES MANAGER-REGIONAL FTE COUNT OF 200 Employees	SH COMMUNITIES	AUGUST 2003-DECEMBER 2007
HUMAN RESOURCES MANAGER FTE COUNT OF 100 EMPLOYEES	BOULANGER DRYWALL	FEBRUARY 2001-AUGUST 2003

EDUCATION CREDENTIALS

Master's in Business Administration, Specialization in International Business
Northeastern University-Anticipated Graduation Date-December 2019

SHRM-CP Certification
SHRM Learning System-June 2012

Bachelor of Science, Business Management with a Specialization in Human Resources
Barry University-December 2011

Proficient in English and Spanish (Read, Write, Speak)

Proficient in Microsoft office, specifically Excel and PowerPoint