

## **Jessica Robinson**

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### **Professional Summary**

Experienced Human Resources Specialist with a proven track record of improving employee engagement, streamlining onboarding processes, and ensuring compliance with labor laws. Passionate about creating environments where employees feel valued and empowered to do their best work while supporting organizational growth and success.

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### **Skills**

Employee Engagement Strategies | Onboarding Process Optimization | Conflict Resolution | Labor Law Compliance | Performance Management | Training and Development | Employee Retention Programs | HR Data Analysis

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### **Professional Experience**

#### **Human Resources Specialist**

Northwest Innovations | Seattle, WA

*2018 – Present*

- Optimized the onboarding process, reducing integration time by 20%.
- Designed employee engagement programs that increased retention rates by 15%.
- Ensured compliance with all labor laws, passing audits without issues.

#### **HR Coordinator**

Cascade Tech Solutions | Seattle, WA

*2015 – 2018*

- Managed performance reviews for 150+ employees, providing actionable feedback.
- Mediated conflicts to maintain a positive and collaborative workplace.
- Developed training workshops, enhancing professional development opportunities.

#### **HR Intern**

Pinnacle Enterprises | Seattle, WA

*2014 – 2015*

- Updated HR policies to align with regulatory changes.
  - Assisted in recruitment by conducting initial screenings and managing communications.
  - Organized team-building events to boost morale and collaboration.
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## **Education**

### **Master of Science in Human Resources Management**

University of Washington | Seattle, WA | 2017

### **Bachelor of Arts in Business Administration**

Seattle University | Seattle, WA | 2015

### **Professional in Human Resources (PHR) Certification**

HR Certification Institute (HRCI) | 2018

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## **References**

Available upon request.