

JESSICA CLAIRE

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

PROFESSIONAL SUMMARY

Effective at supporting team needs with high-quality code, subject matter expertise and collaboration skills. Skilled programmer and complex problem-solver experienced in data analytics and report writing.

SKILLS

- Python
- Django
- Django Rest API
- Flask
- REST programming
- Administrative support
- Conflict management
- HR policies
- Effective Planning

WORK HISTORY

Human Resource Assistant, 03/2020 - Current

Farmtek – Dyersville, IA

- Process transactions for multiple compliance programs for I-9/E-Verify/work authorization file data integrity
- Assist with new HR work authorization or compliance-related projects
- Verify data and perform data entry. Identify and correct variances and discrepancies in data
- Communicate with partners and employees on data findings and information
- Demonstrate highest degree of discretion and confidentiality.

Python Developer, 11/2017 - 09/2019

Motion Recruitment – Norcross, GA

- Wrote Python routines to log into the websites and fetch data for selected options.
- Designed email marketing campaigns and created interactive forms that saved data into database using DJANGO framework. Wrote python scripts to parse xml documents and load the data in the database.
- Used pandas api to put the data as time series and tabular format for east timestamp data manipulation and retrieval.
- Was involved in the environment, code installation as well as the svn implementation.
- Cleaned data and processed third-party spending data into maneuverable deliverables within specific formats with excel macros and python libraries.
- Ensured high quality data collection and maintaining the integrity of the data.
- Collaborated with internal teams to convert end user feedback into meaningful and improved solutions.
- This project also used other technologies like jquery for javascript manipulations, bootstrap for the front-end html layout. Designed and implemented server build automation & server decommissioning automation.
- Worked on unit testing, integration testing and web application testing.
- Unit test python library was used for testing many programs on python and other codes.
- Ensured high-quality data collection and maintaining the integrity of the data.
- Cleaned data and processed third-party spending data into maneuverable deliverables within specific formats with excel macros and python libraries.
- Responsible for creating the companys internal platform called DCAE by using Python to develop and test the components.
- Used Python IDE PYCharm for developing the code and performing the unit test.
- Wrote python scripts to parse xml documents and load the data in the database.
- Used pandas api to put the data as time series and tabular format for east timestamp data manipulation and retrieval.
- Was involved in the environment, code installation as well as the svn implementation.
- Cleaned data and processed third-party spending data into maneuverable deliverables within specific formats with excel macros and python libraries.
- Ensured high quality data collection and maintaining the integrity of the data.
- Collaborated with internal teams to convert end user feedback into meaningful and improved solutions.
- This project also used other technologies like jquery for javascript manipulations, bootstrap for the front-end html layout.
- Developed views and templates with django view controller and template language to create a user-friendly website interface.
- Implemented user interface guidelines and standards throughout the development and maintenance of the website using the HTML, CSS, JavaScript and JQuery.
- Created APIS, database model and views utilization python in order to build responsive web page application.
- Implemented user interface guidelines and standards throughout the development and maintenance of the website using the HTML5, CSS3, JavaScript, JQuery and Angular JS
- Developed views and templates with Python and DJangos view controller and templating language to create a user-friendly website interface.
- Worked on rest API calls and integration with UI. Used Angular JS to develop the component to the application team, Spring MVC to consume rest APIS and used JavaScript, CSS3 and JQuery to display the data in front end.
- Developed views and templates in DJango to create a user-friendly website interface.

HR Analyst – Operation, 11/2016 - 09/2017

Farmtek – Dyersville, IA

- **Data Management:** Liaison with Asia Pacific HR Data Management Team to maintain employee life cycle changes in HR Database (PeopleSoft/Workday)
- **HR Operations:** Onboarding & exit formalities, reference checks
- **HR Policies and SOP formulation:** Formulated all HR policies and SOP's for smooth functioning and to ensure policies and procedures are strictly followed
- **Recruitment and Manpower planning:** Planned recruitments in consultation with heads of functional and operational areas for timely hiring. Sourced and screened applicants for both technical/non-technical
- **Training and Development:** Created training calendars, analyzed training gaps, developed content for training programs, prepared new hire presentations
- **Performance Management:** Understood JDs/made KRA's & Goal setting for various hierarchical levels
- **Employee Relations:** Formulated and implemented engagement activities. Organized formal/informal meetings/get togethers/celebrations
- **Payroll Management and HR Audits:** Managed entire payroll processing, prepared dash boards using MS-Excel functionalities and checking salary inputs, incentive calculation, and attendance
- **Exit/Transitions:** Conducted exit interviews, handled resignations; prepared Attrition Analysis reports
- **Documentation:** Appointment letters, certification of employment, profit/dividend/salary; Analyzed and presented HR Analytics reports
- **Accomplishment:** Awarded Bravo award for taking numerous initiatives and ownerships of tasks

Human Resource Assistant, 05/2015 - 06/2015

HCL Infosystems Ltd – City, STATE

- Sourced resumes through job portals, databanks, personal reference
- Identified prospective candidates through phone screening/ personal interview to check technical skills, interest level, availability, salary expectations; scheduled interviews; negotiated salaries, job descriptions with candidates.

EDUCATION

MBA: Human Resources, 06/2016

Amity Business School - Gurgaon

Bachelor of Science: Computer Science, 06/2014

Human Resources - Gurgaon