

Jacqueline Smith

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Summary

Results-driven hr specialist with proven track record

Skills

employee relations • development • conflict resolution • recruitment • organizational development • talent acquisition • benefits administration • training

Experience

07/2020 - 08/2024

HR Specialist - Sloan Ltd

- Handled employee relations and conflict resolution
- Developed employee training programs
- Implemented performance management system

06/2019 - 08/2023

HR Associate - Ross-Nichols

- Managed recruitment process for 47 positions
- Developed employee training programs
- Developed employee training programs

02/2020 - 09/2023

HR Manager - Lucas, Valdez and Fields

- Implemented performance management system
- Developed employee training programs
- Handled employee relations and conflict resolution

Education

- Master of Design, Bennett-Payne University (2018)
- Master of Design, Silva PLC University (2018)