JACKSON TURNER

Senior HR Specialist





PROFESSIONAL SUMMARY

Seasoned HR Specialist with a decade of expertise in cultivating talent, enhancing employee engagement, and driving strategic HR initiatives. Proven track record in optimizing recruitment processes and fostering a positive workplace culture. Dedicated to aligning HR practices with organizational goals to support workforce development and ensure compliance.

WORK EXPERIENCE

Senior HR Specialist

May / 2019-Ongoing

Quantum Solutions LLC

♣ Phoenix, AZ

- 1. Oversee the human resources function, including payroll, benefits administration, and compliance with labor laws.
- 2. Ensure timely and accurate completion of employee documentation and onboarding processes.
- 3. Manage employee benefits programs and liaise with providers to maintain updated information.
- 4. Deliver exceptional customer service by effectively addressing employee concerns and resolving conflicts.
- 5. Communicate clearly and professionally with employees and management, fostering transparency.
- 6. Support executive management with HR reporting and strategic recommendations.
- 7. Implemented a computerized time-entry system that decreased manual errors and improved efficiency.

HR Specialist

May / 2015-May / 2019

Silver Lake Enterprises

耳 Seattle, WA

- 1. Assist the HR Manager with administrative functions and respond to inquiries from staff.
- 2. Conduct onboarding and training sessions for new hires, ensuring compliance with company policies.
- 3. Address employee inquiries regarding HR policies, procedures, and benefits.
- 4. Administer the performance review process to bolster effectiveness and fairness across the organization.
- 5. Maintain accurate records of benefits participation and personnel transactions.
- 6. Support the administration of workers' compensation claims and safety programs.

EDUCATION

Bachelor of Science in Human Resources Management

May / 2012-May / 2015

University of Illinois

Portland, OR

Focused on strategic HR practices, employee relations, and organizational behavior.

SKILLS

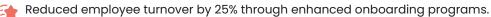
Performance Management

Advanced Excel Analytics

Email And Calendar Management

Conflict Resolution

ACHIEVEMENTS



Implemented a new performance appraisal system, increasing employee satisfaction ratings by 30%.

Streamlined payroll processes, resulting in a 15% reduction in processing time.