



JACKSON TURNER

HR Technician



PROFESSIONAL SUMMARY

Seasoned HR Technician with a decade of experience in employee relations, recruitment, and compliance management. Expertise in processing personnel actions, maintaining accurate records, and enhancing HR operations for organizational efficiency. Committed to fostering a supportive workplace culture while driving strategic HR initiatives that contribute to overall success.



WORK EXPERIENCE

HR Technician

Blue Sky Innovations

Apr / 2019–Ongoing

Chicago, IL

1. Supported staff across five campuses with recruitment processes for part-time and full-time positions, including federal work-study and student assistant roles.
2. Managed front desk operations, including greeting visitors and handling inquiries in the Human Resources Department.
3. Maintained meticulous records to comply with Department of Defense regulations.
4. Processed personnel security clearances and managed associated documentation.
5. Oversaw the preparation of new hire packets, ensuring accuracy and completeness of all documents.
6. Facilitated I-9 processing, verifying documents through E-Verify to ensure compliance.
7. Performed general office tasks, including document preparation, notarization, and responding to HR-related inquiries.

HR Technician

Lakeside Apparel Co

Apr / 2015–Apr / 2019

Chicago, IL

1. Managed high-volume employee data updates in the PeopleSoft platform, ensuring accuracy and timeliness.
2. Provided technical and administrative support for maintaining Official Personnel Files (OPF) and employee records.
3. Coded and processed personnel actions utilizing DCPDS, ensuring compliance with HR policies.
4. Prepared comprehensive hiring packages for new employees, including job offer letters and onboarding materials.
5. Coordinated recruitment meetings and scheduled interviews for various positions.
6. Administered skills testing and assessments for prospective candidates.



EDUCATION

Bachelor of Science in Human Resources Management

State University

Apr / 2012 – Apr / 2015

Denver, CO

Focused on human resource strategies, employee relations, and organizational behavior.

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SKILLS

Hr Metrics Analysis



Talent Acquisition



Hr Project Management



Training Development



Hr Policy Development



Negotiation Skills



INTERESTS

Scuba Diving

E-sports

Reading Fiction

Puzzle Solving



STRENGTHS

Stewardship

Teamwork

Tenacity

Vision



LANGUAGES



English



French



Polish



ACHIEVEMENTS

Streamlined onboarding processes, reducing time-to-hire by 20%.

Achieved 100% compliance in employee record audits for two consecutive years.