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JEFFREY GREEN

Human Resource Manager

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| As a Human Resource Manager I was responsible for maintaining employee records, ensure proper compensation and word safety, and manage overall employee hiring, evaluation and labor relations. Daily task would be administering the employment and onboarding of new employees; coordinating risk management to include worker compensation, unemployment, and general liability and developing and administering corporation-wide human resources policy and procedures. |

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| Work Experience | |
| |  | | --- | | HR Manager  A.K. Enterprises  2009 – Present   * Successfully lowered the turnover rate from 10% to 3% by implementing stronger guidelines for interviewing and screening potential candidates. * Developed and implemented the "Star Treatment Program" which recognized outstanding associates and increased associate morale | | Senior HR Manager  Unique Textiles  1998 – 2001   * Provide leadership, direction, and effective solutions for employee relations issues at all levels. * Significantly improved employee morale and confidence in HR within 6 months | | |  | | --- | | Assistant to HRM  Global Enterprises  2001 – 2009   * Worked on 401K administration, FMLA, and workers' compensation claims. * Prepared and edited correspondences, reports, and presentations for senior executives | | Assistant to HRM  North Star Shoes  1995 – 1998   * Directed employee communication system including implementing monthly meeting with employee groups. * Administered compensation and benefit programs and communicated to employees. | |

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| Education | | | |
| Bachelors, BS Marketing | University of Oregon | 1988 – 1992 | GPA: 3.65 |

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| Skills | |
| Professional | *Directed employee communication system including implementing monthly meeting with employee groups.* |
| Related | *Recruited/interviewed candidates for hire, prepared new hire packets, and conducted employee reviews* |
| Personal | *Responsible, Dedicated, effective communicator.* |

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