

Jessica A. Camp

1.360.338.5551

jessica.ann.camp@gmail.com

<https://www.linkedin.com/in/jessica-camp-49472511b>

PROFESSIONAL EXPERIENCE

OMERS/Oxford Properties

HR Associate - Consultant

New York City, NY

August 2018 - November 2018

- Created documented processes for US HR Team and company managers.
- In charge of recruiting for all US locations.
- Created recruiting and onboarding HR Intakes forms to regularize and speed up the processes for managers.
- Turned employee files paperless.
- Helped develop the new US company benefits and wellness intranet.
- Updated and developed US HRBP SharePoint.
- Created an onboarding process and provide the onboarding to all new US employees.

Umbra Cuscinetti, Inc.

HR Generalist

Everett, WA

March 2017 - June 2018

- Created an onboarding system with Umbra's current HRIS and created documented processes for HR Team and Umbra managers.
- Developed a way to have recruiting, onboarding, offboarding, and training measurable and created presentations for CEO and Vice Presidents to see important analytics from measurements.
- Introduced improved onboarding swag to Umbra with great results.
- Improved recruiting for Umbra by switching from a costly external source to internal HRIS system and created documented processes for HR Team and for Umbra managers.
- Decreased recruiting costs by 60%.
- Successfully recruited for manufacturing engineers, test engineers, and mechanical engineers from entry level positions to Director of Product Development.
- Improved the recruiting process for recruiting engineers and decreased the time until the position was filled.
- Improved Umbra's HRIS' analytics, including redoing cost centers, to show more accurate measurements.
- Became in charge of recruiting, onboarding, training, and offboarding in under a year.
- Created offboarding processes for HR Team and Umbra managers & created an exit interview to provide analytics.
- Turned recruiting, onboarding, and offboarding processes paperless and adopted Adobe Sign into processes to improve, not only the HR side, but the new hire's and/or employee's side of the process.
- Improved Umbra's training documentation and process and found low cost LMS that allows for training to become paperless and have greater analytics.
- Trained as backup for HR Business Partner and HR Leader.
- Was able to turn the HR department into a 95% paperless system in one year.

HR Assistant/Executive Assistant

March 2017 - Jan. 2018

- Was assistant to 9 different executives, including CEO, Vice President of Engineering, Vice President of Sales, and Vice President of Operations.
- Managed to work as Human Resources full-time, while being an executive assistant full-time.
- Improved front lobby design at low cost with great results and compliments from both my CEO and the UmbraGroup CEO.
- Organized client and supplier Christmas party and employee Christmas party, both with wonderful results and many compliments from clients, suppliers, and employees.
- Was able to introduce innovative ideas to HR Team, including recreating entire recruiting and onboarding system, which was controlled by an external source.
- Received more Impressions (company's form of employee recognition) than any other employee in 2017.

- Organized morale boosting company events, including pumpkin decorating contest and robot naming contest.
- Improved All Employee Meeting presentations with great success and improved the meetings by creating a standard time, that worked for all various employee shifts, and added, greatly appreciated, snacks for employees to enjoy during the quarterly meetings.

Herbivore Botanicals

Production Assistant, seasonal

Seattle, WA

Dec 2016 - Feb. 2017

- Made and filled products to be sent out.
- Inspected products and labels for imperfections.
- Made sure products were in stock.
- Dated productions for expiration.
- Created labels and labeled containers to be filled with products.
- Acted as an ambassador to the product.

Ahlers & Cressman, PLLC

Receptionist/Office Assistant

Seattle, WA

May 2016 - Nov. 2016

- Handled office credit card statements by matching receipts, documenting in Excel spreadsheet, and tracking down receipts/information when necessary with a consistent 98-99% success rate.
- Scheduled meetings for lawyers and clients, kept all five conference rooms prepped with waters (bottles and pitchers), soda, snacks, etc., and ordered lunches.
- Designed two of the conference rooms.
- Planned company Christmas party, birthday parties, and occasional company celebrations.
- Answered phones and redirected clients accordingly.
- Organized and stocked office and break room supplies and introduced improved break room options for lawyers and clients to a great success.
- Helped with paralegal work, including editing documents, letters, and legal paperwork.
- Worked with multiple programs, including Outlook, Excel, and Juris.

Previous Work:

Budget Blinds NW

Tech Manager/Office Assistant

Seattle, WA

Oct. 2013 - March 2016

Sno-Isle Libraries

At-Large Library Associate

Snohomish, WA

July 2013 - July 2014

EDUCATION

University of Washington

Bachelor of Arts: Social Science; Anthropology

Seattle, WA

June 2013

SKILLS

Proficient with PC and Mac

Knowledge of Microsoft Office, Dynamics 365, and Pages, Keynote and Numbers

Experience with CRM, Quickbooks, Weebly, Softpro, SmartView, Juris, Paylocity, Njoyn, First Advantage, and Indesign

Skilled writer