

Jacquelyn Rose Wiest

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WORK EXPERIENCE

County of Bucks, Doylestown

May 2018 – Present

Human Resources Generalist – Recruitment

Business Partner to the Human Services Division (300+ employees). Responsible for Merit Hire recruitment life cycle for Human Services. Ensure practices are compliant with County policies and collective bargaining agreements. Assigned to employee & labor relations, training & investigations. Develop & implement employee engagement efforts. Provide advice on or issue disciplinary action forms or performance improvement plans. Created and updated SOPs.

Human Resources Generalist

May 2017 – May 2018

Performs complex administrative duties associated with hiring of personnel, union seniority date changes & record keeping memos. Ensuring practices are compliant with County and collective bargaining agreement procedures. Occasionally assigned to employee & labor relations, training & investigations. Provides advice on disciplinary action procedures. Business Partner to the General Services Division (150+ employees).

Human Resources Intern

Feb 2017 – May 2017

Organize & maintain employee files. Completed a terminated employee scanning project. Observed Contract negotiations, interviews, unemployment hearings & work comp hearings.

Gander Mountain, Warrington

May 2017 - Aug 2017

Operations Specialist

Responsible for training, onboarding & developing new employees. Open the store & manage the federal firearm paperwork. Rectify compliance issues. Update timekeeping records via Kronos.

Assistant Operations Specialist

Dec 2016 – May 2017

Opened store; balanced cash office 20k+ & reconciled registers. Organized sales reports & conducted audits.

Firearm Sales Associate

Oct 2016 – Dec 2016

Bucks Mont People for Clean Water, Warminster

July 2016 - Feb 2017

Co-founder

Engaged residents and anchor organizations to implement grass root building strategies to recruit fellow citizens to take action. Developed and assisted in facilitation of educational seminars, meetings & events.

Vector Marketing, Doylestown

May 2013 - Nov 2015

Campus Recruiting & Region Assistant

Assisted with the development of Regional recruitment process. Developed an employee recognition program. Represent organization at recruitment booth. Planned and executed marketing seminars.

EDUCATION

Temple University – Fox School of Business,

2017

Bachelors of Human Resource Management

Bucks County Community College – Coursework,

2017

Introduction to Social Work & Social Services

COUNCIL MEMBERSHIP

Environmental Advisory Council (EAC), Warminster

Aug 2016 – July 2017

TRAINING

QPR Gatekeeper, Bucks County

2017

Suicide Prevention Training

VOLUNTEER WORK

Blessings Inc., Philadelphia

2017

Neshaminy Manor Nursing Home

2017

References Available Upon Request