

JESSICA GLEMBOCKI

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OBJECTIVE: Seeking an opportunity to leverage my project management and communication skills in the Human Resources field.

RELEVANT SKILLS:

- Communication Skills
- Project Management Skills
- Analytical & Critical Thinking
- Microsoft Office
- ADP Workforce Now
- Taleo

WORK EXPERIENCE:

Fox Rehabilitation, Cherry Hill, NJ

June 2018 – Present

Human Resources Generalist

- Provide HR support Human Resources Business Partners in the areas of employee relations, recruitment, terminations, and unemployment, as well as administration.
- Process separations administratively and communicate information to employee and manager.
- Track and update clinician credentials.
- Assist in the implantation of promotions, transfers, and salary adjustments.
- Manage and file the EEO-1 report annually.
- Act as a liaison on international employee communications between employee and attorney.
- Communicate effectively and professionally with all members of the practice.

Human Resources Coordinator

August 2017 – June 2018

- Coordinated and provided guidance to all new hires throughout the onboarding process.
- Acted as single HR point of contact for all onboarding, including all communication, documentation collection, vendor relations, etc.
- Acted as a liaison between new hires and all departments within the organization.
- Initiated, monitored, and followed up on pre-employment background checks, as well as completed I-9 and E-Verifies of all new hires.
- Completed onboarding for 70+ new hires per month.
- Issued and reviewed all background and Office of the Inspector General (OIG) checks.
- Performed research and ad hoc projects for the HR Department.

Burlington Stores, Burlington, NJ

Allocator

March 2015 – August 2017

- Sent merchandise to stores based off of sales history, inventory levels, and trends.
- Analyzed trends with the goal of optimizing sales and gross margin.
- Applied and developed analytical, strategic and creation problem solving skills.
- Maintained open communication with business partners to make crucial allocation decisions.
- Allocated merchandise to 500+ stores.
- Troubleshoot, resolved, and proposed solutions to allocation related issues.
- Advanced knowledge of Excel; pivot tables and v-lookups to organize weekly workload.
- Completed projects in a timely manner and in a fast-paced environment.

BCBG Max Azria, Moorestown, NJ

Assistant Manager

October 2012 – February 2015

- Responsible for overseeing and managing sales floor while creating a fast-paced, energetic environment that delivers a consistent customer experience.
- Trained and motivated sales team to achieve and exceed store goals.
- Created the customer experience while focusing on strategic, operational, and leadership excellence.
- Assisted in recruitment, hiring, and development of store team associates.
- Developed research analyst skills by analyzing information, providing documentation, and preparing business requirements.

EDUCATION: The Art Institute of Philadelphia – Philadelphia, PA – Bachelor of Science in Fashion Marketing.
Graduation Date: September 2012