

JACK JEFFERSON
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A highly motivated human resources professional with 14 years' diverse experience in employment, recruitment, benefits and compensation administration for two major acute-care hospitals.

- Selected and installed an applicant tracking system to manage up to 400 applications per month and respond to 100% of candidates within 48 hours.
- Initiated benefit audits and reduced coverage for more than 50 ineligible individuals, reducing premium costs by \$150,000.
- Created a traveling professional staffing program for difficult-to-recruit positions and reduced seasonal staffing costs from \$3.5 million to less than \$1 million.

A talented, creative professional with strong leadership, planning and organizational skills who is analytical and goal oriented.

EXPERIENCE

California Hospital, Los Angeles, California

2000-2009

Manager, Human Resources (2004-2007)

Directed the benefits and compensation administration and reporting for a 330-bed hospital. Responsible for human resources and payroll information systems maintenance and updates.

- Developed and implemented a hospital-wide position control system with 1,670 budgeted full-time equivalents.
- Audited 2,500 employees' benefit accrual rates on two different paid time-off plans and corrected more than \$60,000 in over accruals.
- Trained more than 200 managers on legal interviewing techniques, candidate selection, and compensation theory and practice.
- Developed a computerized benefit tracking system to audit employee enrollment status, eligibility and deductions each pay period.
- Conducted audits of long-term disability insurance to reduce overpayments and implemented a process to collect more than \$20,000.
- Designed personnel management reports to include performance evaluation due dates, average percent of salary increases and performance ratings.
- Redesigned the forms used for benefits communications to 1,500 employees that included reimbursement accounts, total compensation, benefits confirmation and tax deferred annuity statements.
- Coordinated studies on the impact of pay structure changes and implemented increases to affected employees as approved.
- Conducted bi-monthly benefit orientations and monthly open enrollment classes for new hires.

Manager, Employment and Recruitment (2000-2004)

Responsible for recruitment and employment, including new applicant hiring and processing policies, a two-year marketing plan and employee retention.

- Recruited and hired more than 1,200 staff for 400 job classifications within a two-year period.

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California Hospital, Continued

- Reduced the hiring process from 15 to four steps and waiting time from several weeks to a few days.
- Wrote and negotiated temporary staffing agency contracts and reduced contract employee costs by \$600,000 per year.
- Redesigned a recruitment brochure that reduced unit cost by \$2.00 and shipping costs by 50%.
- Initiated a tracking system to monitor new hire compliance to pre-placement health screening, safety training and orientation requirements.
- Initiated the computerization of applicant correspondence, including responses to inquiries and job offers.
- Rewrote the employment policies and application to comply with legislation, including SB198 and the American Disabilities Act.

Baptist Medical Center, Arlington, Texas

1995-2000

Professional Recruiter

Created a startup recruitment program for nurses and allied health professionals for a 420-bed acute-care hospital during an 18-month expansion program.

- Designed direct mail campaigns to recruit professional staff, including physical therapists, nurses and pharmacists.
- Recruited foreign professionals from 10 countries, and handled temporary and free-trade visas and student permits.

PRIOR EXPERIENCE

Held various part-time positions as a sales associate for department stores while attending college and graduate school. Served as a property manager for short-term rentals and associate broker for real estate transactions.

EDUCATION

University of Texas, Austin, Austin, Texas

Post Graduate Courses

Baylor University, Dallas, Texas

Master of Business Administration

Bachelor of Business Administration, Marketing Management, Cum Laude

PROFESSIONAL AFFILIATIONS

Healthcare Human Resources Management Association
National Association for Health Care Recruiters
Southern California Association of Nurse Recruiters