

Jennifer Ryu

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Graduated from Michigan State University with a B.S in Agricultural Business Management. Human Resource driven with high passion to provide the best quality support to the management for consistent growth and development for companies/ teams.

Skills

-Training and onboarding -conflict resolution -Recruiting -Administration -Payroll
-Scheduling/planning -Customer service -Leadership -Microsoft Excel & word -HRIS – SAP -ADP
-Fieldglass -Background checks -Benefits/ FMLA

Accomplishments

- Maximized team productivity with proper training procedures
- Successfully interviewed and hired 100+ temporary employees as well as direct hires for office during and ending of pandemic.
- Improved relations between employees and managements by implementing team building activities
- Increased employee satisfaction

Experience

Artech L.L.C

Feb 2023- Present

HR/ Talent Management Specialist Porsche Auburn Hills Michigan

- Facilitated onboarding to new hires and providing orientation explaining policies and procedures for both Artech and Porsche.
- Handled counseling of consultants in case of client escalations and issues and oversee offboarding if necessary.
- Maintained database for Porsche consultants
- Provide HR policy guidance and interpretation, in accordance with applicable laws
- Benefits Administration/ FMLA as well as ADA requests

FNS INC.

HR Supervisor LG Hazel Park MI Service

March 2021- October 2022

- Recruit regular/temporary position employees and arranged interviews and performed any necessary procedures including background/ drug screening on new employees
- Report timesheet to all staffing agencies
- Maintained and provided assistance regarding employment policies & procedures, compensations, employee benefits, payroll, evaluations, and other HR programs

- Served as a business partner between management and employees by handling questions, complaints, conflicts resolution in all employee relation matters and provided appropriate guidance and paperwork as necessary.
- Support warehouse/production operational tasks
- Conduct monthly expense cost closing of payroll and relevant expenses and prepare billing invoices to customer company
- Administer employee recruiting/exit activities, (Set up and discard of ID Badges, laptop accounts, time clock set up, etc.) employee benefits/wage & salary programs, employee referral, etc.
- Able to serve as an office manager to control office supplies and its inventory management, office security control while performing several general affair duties and tasks

Dogtopia Utica

May 2018

Canine Coach

- Able to multitask and had the ability to handle 20-30 dogs while keeping everything on track, and capable of working alongside my coworkers to optimize each dog's stay and ensure everyone was safe and satisfied.
- Strong customer service skills when meeting the dog parents by assuring them of their dog's comfort and hospitality and answering any questions about the dog's stay.
- Documented and tracked all treatment activities.

Education

Michigan State University, East Lansing
 Agricultural Business Management
 Bachelor of science degree

May 2020