

Jacob Michael Brenneman

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OBJECTIVE To secure a position in Recruiting, Human Resources, Project Management, Public Speaking, or a related position. My strengths include: written communication, recruiting, data entry, public speaking, and designing presentations/aides.

EDUCATION **Bachelor of Science in Business Administration**, June 2012
University of Oregon, Eugene, OR
Minor in Psychology

EXPERIENCE **Human Resources Professional**, January 2014-April 2014
Onvia - Seattle, WA

- Responsible for screening candidates and onboarding new employees.
- Responsible for benefits administration to approximately 150 employees.
- Coordinate schedules daily with Directors, VP's, and CEO.
- Use ADP's HRIS system to manage employee's personnel and payroll-related files.

Human Resource Associate, October 2012-December 2013
SL Start & Associates - Mountlake Terrace, WA

- Responsible for recruiting, benefits, payroll, background clearances, investigations, and terminations for approximately 325 employees in the greater Seattle area.
- Responsible for onboarding employees and all paperwork included (ie. I-9's).
- Experienced in Ceridian's HRIS system, as well as in training, troubleshooting, and acting as the primary point of contact for all Ceridian-related issues.
- Interacted with all levels of the organization on a daily basis (ie. front-line staff, HR Managers, City Director, Regional Director, State Director, etc.).
- Created Excel spreadsheets to track various time-related employee affairs.
- Trained employees on our behavioral management program, Therapeutic Options™.
- Worked with diverse cultures and obtained a greater knowledge of intercultural communication.

Human Resources Intern, April 2012-June 2012
Looking Glass Youth & Family Services - Eugene, OR

- Facilitated training sessions in ADP Employee Self-Service online program to various branches of the company to increase awareness and participation.
- Assisted the Director of Human Resources on leaves of absences; in facilitating the annual benefits open enrollment process.
- Assisted the Human Resource Analyst with recruiting, new hire paperwork, terminating, and file retention procedures.
- Observed processing changes in the HRIS system (ADP).

AFFILIATIONS **Co-Founder of the UO Human Resources Association (UOHRA)**
Society of Human Resource Management (SHRM)
Northwest Human Resource Management Association (NHRMA)