

DJESSICA DUCHATELIER

PROFILE

Experienced HR professional with 7+ years in talent acquisition and operations management. Skilled in sourcing, interviewing, onboarding, and stakeholder relationship management.

CERTIFICATIONS

- SHRM Certified Professional (SHRM-CP)

KEY SKILLS

- Talent Acquisition
- Learning & Development
- **HR Operations:** Onboarding, I-9 compliance, Policy Development, Termination
- HR Compliance, HR Audits
- Benefits Management
- Performance Management
- Records Management
- Project Management
- Agile and Waterfall
- Power BI
- **Software:** Workday, UltiPro, Paylocity ADP, Job Diva, iCIMS, Trello, Asana, Jira, Planner, Monday, Click Up

WORK EXPERIENCE

Human Resources Manager/Office Manager

DiRx | Hybrid

September 2024 – Present

Human Resources Management

- Reduced time-to-hire by 20% through full-cycle recruitment and improved onboarding programs
- Implemented performance management system and training programs, increasing overall performance by 10%
- Ensured employment law compliance and maintained HR policies through regular audits
- Managed employee relations and conducted feedback sessions to enhance workplace culture

Office & Operations Management

- Streamlined daily operations and procedures, increasing efficiency by 15%
- Managed office budget, procurement, and vendor relationships while identifying cost-saving opportunities
- Coordinated meetings, events, and official correspondence to support business continuity

Recruiting Coordinator

Worldpay/FIS | Remote (Contract)

October 2023 – June 2025

Dec 2021 – January 2023

- Coordinated high-volume interviews across multiple calendars and locations while ensuring positive candidate experience
- Managed applicant tracking systems (ATS) for candidate progress, data integrity, and recruiting metrics reporting
- Facilitated smooth onboarding through cross-departmental collaboration, offer letter preparation, and pre-employment screenings

HR Generalist

Best Practice Medicine | Remote

May 2023 – April 2024 (HR department dissolved/outsourced)

- Increased candidate pool by 10% per quarter and managed executive recruitment processes
- Conducted interviews, exit interviews, and employee retention initiatives
- Managed HR data, payroll, benefits distribution, and compliance with employment laws
- Designed HR programs to improve engagement and retention, including cost-benefit analysis
- Maintained expertise in employment law, leave management, and HR technology

Corporate Recruiter

7-Eleven | Remote

March 2022 – May 2023 (Contract)

- Collaborated with hiring managers to identify staffing needs, create job descriptions, and source candidates through multiple channels
- Screened resumes, conducted phone interviews, and managed interview scheduling with hiring managers
- Managed applicant tracking system, conducted reference/background checks, and ensured hiring compliance
- Oversaw onboarding processes and provided HR administrative support for hiring reports

Founder / Talent Acquisition Partner Consultant

JOBGENIX | Remote

Aug 2018 – Dec 2021

- Developed recruitment strategies and sourced candidates through job boards, social media, and referrals
- Screened, interviewed, and conducted background checks while coordinating interviews with hiring managers
- Managed job postings, created offer letters, and coordinated new hire onboarding processes
- Provided HR support including employee inquiries, policy guidance, and performance management assistance
- Maintained employee records and contributed to HR initiatives for engagement and retention

HR & Training Specialist

Banyan Treatment Center | Pompano Beach, FL

Oct 2017 – Dec 2018

- Developed comprehensive training programs including online modules, language labs, and interactive software with ongoing staff training

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- Converted all curriculum from print to digital format and created supplementary materials like videos and quizzes
 - Evaluated training effectiveness and recommended improvements while coordinating administrative functions
 - Oversaw new hire onboarding and maximized team productivity through best practices training
 - Partnered with leadership on HR policies and contributed to performance appraisals for compliance consistency

EDUCATION

Bachelor of Science in Criminal Justice

Florida International University