

Contact

www.linkedin.com/in/jayanna-anderson (LinkedIn)

Top Skills

Workforce Planning

Payroll

Workers Compensation

Jayanna Anderson

Jr. Human Resources Business Partner
Las Vegas, Nevada, United States

Summary

Hello! My name is Jayanna Anderson. I am an experienced Human Resources professional. I have experience in Training, and Production Support. I have specialized in multiple Operation & support role job functions possessing laser-focus on team engagement and delivering on the customer promise with a safety first approach!

Experience

Spreetail

Human Resources Business Partner
March 2023 - January 2024 (11 months)

ShipMonk

Human Resources Administrator
February 2023 - March 2023 (2 months)

Amazon

2 years 4 months

Human Resources Partner

August 2022 - February 2023 (7 months)

Senior Human Resources Assistant

February 2022 - February 2023 (1 year 1 month)

- Support managers and employees in identifying training opportunities to further develop functional and managerial skills
- Support people managers with career conversations, Development Plans/ Career Growth Plans and other development initiatives
- Maintain the fair and consistent treatment of employees by conducting investigations and disciplinaries where complaints or misconduct arise excluding cases that relate to harassment and discrimination
- Log and report all cases in Exact, draft and provide all written communication where applicable (outcome letters / communications)

- Onboarding / Off Boarding / Site Management
- Support the design, delivery and improvement of our onboarding proposition and programs in the region/country/state or site, in order to guarantee a positive Day 1 employee experience
- Educate and guide managers on job code and fit queries in Performance Management
- Partner with HR Services (HRS) to ensure that people transactions are processed timely and processes are continuously reviewed, improved and streamlined
- Analyze data and observations across the region/country/site, highlighting trends and recommending/driving solutions, as appropriate Talent Management

Seasonal Human Resources Assistant

November 2021 - February 2022 (4 months)

- Advocate for the employee experience by partnering effectively with leaders, partners, and core teams to provide world-class service to Amazon associates, including educating them on how and when to use self-service tools
- Support associates and managers with routine, day-to-day HR questions, needs, and inquiries
- Completing and distributing daily/weekly/monthly/ad hoc reports (including turnover metrics) to HR team, site Leadership, and corporate partners.
- Provide subject matter expertise to associates and leadership on people practices, systems, and resources
- Compile, assess and use data regarding critical business metrics such as: attendance, attrition, engagement, labor fill, etc.
- Updating and communicating overtime & site news through hotlines, Acid Feeds and trackers when necessary including executing Call Em Alls, Email Em Alls, to associates
- Ability to navigate Amazon systems such as PeopleSoft, MyTime, PPA, Lenels

Process Assistant

November 2020 - November 2021 (1 year 1 month)

- Inbound Process Assistant: Managing the volume flow throughout the building, allocating labor moves & labor tracking
- Outbound Ship Clerk: Managed the flow of the volume departing the facility within the SDT & CPT
- Completed Daily EOS Wash, Documented Grips, CPI Injects, Line Hauls, Adhocs etc

- Outbound Process Assistant: Assisting in Labor management, contacting Third Party Drivers: UPS, USPS & Leadership Points of contact
 - Heavy Bulky AMXL- Milkyway Process Assistant: Assigning AA's for target HC on Roster according to planned volume
 - Managing Inbound Volume from routes: BAEC, AARM & GT Ventures
 - Managing flow & adjusting HC if needed to maximize TPH efficiency
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