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|  |  | EDUCATION |
|  | MBA in Human Resource Management August 2021  Colorado Technical University (Online) BS in Business Administration May 2020  Colorado Technical University (Online) |
| Sierra Combs  Human Resources Profile With 3+ years of experience directly in HR. A passion was created to ensure staff is given a chance to grow and rise to their fullest potential. Working directly under the Benefits Administrator to bring the organization the best customer service for state and private provider benefits. CONTACT PHONE:  304-620-0560  WEBSITE:  Globe icon [LinkedIn](https://www.linkedin.com/in/sierra-combs-a8010520a/)  EMAIL:  Sierra9568@gmail.com |  | WORK EXPERIENCE |
|  | HR Specialist Shawnee Canning Company Inc.  March 2023 – Current  Policy Review, Compliance with State and Federal Law, Employee Relations, Termination, Personal File Management, Benefits Administration, Onboarding, and Compliance HR Technician - Benefits Northwestern Community Services Board  March 2022 – March 2023  Policy Review, Compliance with State and Federal Law, Employee Relations, Termination, Electronic Personal File Management, Benefits, Reviewing Applications, Orientation, Employment Verification, Licensure Management, FMLA, ACA Reporting, and Fingerprinting. HR Assistant Farms Work Wonders  December 2020 – August 2021  Policy Writing/Review, Compliance with State and Federal Law, Employee Relations, Onboarding, Termination, Employee File Management, Employee Benefits, Interviewing and Reviewing Applications, Orientation, Budget Management, Developing HR Department and Payroll Market Crew Lead Farms Work Wonders  June 2020 – May 2021  Customer Service, Money Handling, Training of New Staff, Ordering, Vendor Verification, Stocking, Invoice Creation, Curriculum Development, and Employee Management Youth Advancement Administrative Lead Farms Work Wonders  March 2020 – June 2020  Application Review, Curriculum Development, Policy Implementation, Document Creation, Time Management of Projects, Oversee Projects, schedule Creations, and Timesheets |