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|  |  | EDUCATION |
|  | MBA in Human Resource ManagementAugust 2021Colorado Technical University (Online) BS in Business AdministrationMay 2020Colorado Technical University (Online) |
| Sierra CombsHuman Resources ProfileWith 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. CONTACTPHONE:304-620-0560WEBSITE: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 – CurrentPolicy Review, Compliance with State and Federal Law, Employee Relations, Termination, Personal File Management, Benefits Administration, Onboarding, and Compliance HR Technician - Benefits Northwestern Community Services BoardMarch 2022 – March 2023Policy 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 WondersDecember 2020 – August 2021Policy 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 PayrollMarket Crew LeadFarms Work Wonders June 2020 – May 2021Customer Service, Money Handling, Training of New Staff, Ordering, Vendor Verification, Stocking, Invoice Creation, Curriculum Development, and Employee Management Youth Advancement Administrative LeadFarms Work Wonders March 2020 – June 2020Application Review, Curriculum Development, Policy Implementation, Document Creation, Time Management of Projects, Oversee Projects, schedule Creations, and Timesheets  |