

Cierra James-Hahn

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Summary

Cierra James-Hahn is an experienced human resources professional with a comprehensive background in recruitment and onboarding, organizational design, talent management, health and safety, and policy development. Driven by the desire to help employers and employees achieve their full potential, Cierra takes pride in developing and implementing thoughtful and effective human resources solutions and services.

Experience

Senior Human Resources Manager

TSERGAS Human Capital

Aug 2021 - Present (5 months +)

As Senior Human Resources Manager, I perform the following for various clients on a temporary or project-by-project basis:

- Audit organizational performance, efficiency, and compliance and make recommendations to leadership
- Develop and implement HR programs, policies, and procedures to help align the workforce with organizational goals
- Devise company-wide organizational development processes to address issues such as succession planning, employee training and development, talent management, employee retention, and organization design
- Develop and implement organizational change management and communication strategies
- Assist leadership in establishing departmental measurements that support the accomplishment of strategic objectives
- Lead the development and implementation of performance management systems and employee development programs
- Recommend employee relations practices to establish positive employer-employee relationships and promote employee morale and motivation
- Evaluate company culture and develop strategies to drive culture in support of company objectives and employee engagement
- Conduct OHSA compliant investigations into employee complaints or concerns
- Develop and implement health and safety programs and policies (including pandemic response and vaccination policies)
- Ensure company compliance with relevant legislation and labor laws; minimize legal exposure through best practices and recommendations
- Advise on employment terminations to ensure fairness and ESA compliance
- Assist leadership in establishing competitive wage and salary structures to recruit and retain top talent
- Recommend changes to benefits programs to improve employee satisfaction and retention
- Assist clients in establishing standard recruiting and hiring practices and procedures; perform recruitment and onboarding functions
- Keep clients informed of new developments in legislated HR policies, programs, and practices



Human Resources Business Partner

TSERGAS Human Capital

Aug 2020 - Aug 2021 (1 year 1 month)

As Human Resources Business Partner, I performed the following for various clients on a temporary or project-by-project basis:

- Consulted with various clients across industries on special HR projects (i.e., organizational design, HR process implementation, etc.)
- Provided advice and general guidance on complex HR issues (i.e., terminations, workplace investigations, performance management, etc.)
- Assisted clients with recruitment strategy and performed recruitment functions for various roles
- Provided day-to-day HR support and administration as a third-party HR solutions provider



Human Resources Coordinator

Greensaver

Jan 2019 - Jul 2020 (1 year 7 months)

As HR Coordinator, I performed the following for GreenSaver, a non-profit energy conservation organization:

- Acted as main point of contact for all internal and external HR-related inquiries
- Conducted full-cycle recruitment for various positions in Administration, Marketing, Sales, I.T, Finance, HR, and General Labor
- Coordinated new employee onboarding; developed and implemented onboarding process improvements
- Prepared and filed employment documents and change letters (i.e., employment contracts, amendments, termination letters, employment confirmation letters, etc.)
- Conducted needs assessments and implemented solutions in alignment with organizational objectives
- Conducted employee termination meetings and coordinated employee offboarding process
- Oversaw benefits and RRSP administration
- Acted as Chair of the Social Committee and oversaw the coordination and budget for various company events
- Acted as Co-Chair of the Joint Health & Safety Committee; conducted H&S inspections, made recommendations to management, maintained H&S documentation, and assisted with WSIB claims
- Developed H&S policies and procedures, including an Emergency Response Plan, Pandemic Policy, and Return to Work Plan in response to COVID-19
- Submitted applications for applicable government-sponsored employer programs and subsidies
- Developed a cross-functional training plan to combat siloism, and improve efficiency and employee development opportunities
- Coached management and staff on various HR-related matters
- Generated HR reports to assist leadership in decision-making (i.e., turnover, retention, employee satisfaction, etc.)
- Oversaw the implementation and day-to-day management of the organization's HRIS system (Dayforce)
- Handled complex employee relations matters with care and confidentiality, escalating issues when appropriate
- Assisted the HR Director in the development of the organization's overall people strategy
- Processed payroll on an as-needed basis



Bookkeeper (3-Month Contract)

Zamma Corporation

Oct 2018 - Jan 2019 (4 months)

As Bookkeeper, I managed accounts receivable and performed the following for Zamma, a top-grossing flooring distributor:

- Collected, analyzed, and summarized financial information using Excel to generate business reports
- Verified transaction information
- Maintained accounting ledgers
- Identified and resolved accounting discrepancies
- Prepared invoices
- Settled disputes
- Issued debit/credit memos
- Posted payments to company accounts
- Performed month-end closing



Operations Manager

Readers Legacy LLC

Jan 2015 - Oct 2018 (3 years 10 months)

As Operations Manager, I managed the production line and performed the following for Readers Legacy LLC, a book publishing company:

- Coordinated between internal departments and international offices to ensure on-time project completion
- Created process improvements for production tracking and communication
- Forecasted staffing needs and performed all staffing functions including recruiting, hiring, training, scheduling, and general supervision/management
- Assessed and managed inventory needs for all production and office functions
- Performed and scheduled maintenance and repairs for production equipment as required
- Assisted upper management with business planning; provided updates and feedback on business strategy
- Tracked and promptly followed up with client inquiries via email, telephone, and face to face
- Assumed various responsibilities as required, including editing, copywriting, quality control, website development, social media account management, and marketing

Education



Ryerson University

Certificate, Human Resources Management

2017 - 2019




Ryerson University


Bachelor's Degree, Psychology

2010 - 2015

Licenses & Certifications

 **Certified Human Resources Leader (CHRL) (in progress - 2022)** - HRPAs - Human Resources Professionals Association

 **Standard First Aid, CPR and AED** - St. John Ambulance Canada | Ambulance Saint-Jean
Issued Jul 2019 - Expires Aug 2022

 **Emergency Response Planning** - Canadian Centre for Occupational Health and Safety

 **Joint Health & Safety Certification - Parts 1 and 2** - Workplace Safety & Prevention Services

Skills

Human Resources (HR) • Organizational Design • HR Strategy • HR Policies • Change Management
Workplace Investigation • Employee Engagement • Performance Management • Talent Management • HR Management