

Jennifer Breeden

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Career Objective

To utilize my education, experience, skills, creativity and interpersonal strengths to provide effective human resources, facilitation and training support to advance the mission and goals of my employer and their employees.

Education

Professional in Human Resources (PHR) Certified, 2011 - 2012

- Met strict experience and education requirement
- Passed rigorous exam demonstrating the HR Body of Knowledge
- Must recertify every 3 years with continuing education credits to stay current

Columbia College, Online Campus, December 2011

- Masters in Business Administration

Johnson County Community College, Overland Park, KS January - April 2010

- Completed the SHRM Learning System Course in preparation for the PHR Exam

Columbia College, Columbia, MO May 2006

- Bachelor of Arts (with honors)
- Dual majors in Marketing and Management

Experience

Office of Personnel Management, Senior Consultant, Lead Facilitator/Trainer

December 2020

- Present

Kansas City, Missouri

- Led larger project teams to provide human resources services
- Created multi day offsites for government agencies
- Facilitated agency wide sessions with various end goals
- Created team building activities to create safety and growth in teams
- Coordinated logistics for facilitation and training sessions
- Researched and produced trainings and facilitations on various topics

Office of Personnel Management, Human Resources Consultant

December 2010 – December

2020

Kansas City, Missouri

- Performed job analysis and competency modeling
- Conducted and trained on workforce and succession planning
- Provided knowledge management services
- Performed effective project management
- Received exceptional customer service feedback
- Communication with high level government clients

Liberty Public Schools, Human Resources Specialist

October 2009 – December 2010

Liberty, Missouri

- Handled all worker's compensation claims and investigations
- Researched all unemployment claims
- Coordinated and set up all TEAM Liberty meetings

- Trained all new hires on Board policies
- Performed investigations for employee issues
- Set up new training system and process
- Assisted in implementation of compensation study

Aramark at Kauffman Stadium, Human Resources Assistant

March 2009 – September 2009

Kansas City, Missouri

- Coordinated staffing needs for concession stands
- Performed new hire packet orientations
- Coordinated alcohol and job trainings
- Maintained non-for-profit organizations schedules and needs

Lifetouch Production, Human Resources Assistant

September 2007 - February 2009

Kansas City, Missouri

- Administered benefits: Medical, Dental, Life, STD, FSA, and ESOP
- Posted open positions along with recruiting and interviewing
- Performed candidate screening, background and reference checks
- Performed new hire orientations to provide detailed information
- Coordinated employee recognition programs to increase morale
- Researched and resolved all employee inquiries

Outside Activities

Assisted League of Kansas City - Active Member

2023 - Present

- Volunteer in programs to improve the lives of seniors and children

Johnson County Community College – Pastry School Program

2019 - Present

- Completes classes each semester to work toward pastry certificate

Phoenix Family – After School Reader

2021 - Present

- Offer friendship, guidance, and encouragement to a young person

Junior League of Kansas City - Active Member

2008 - Present

- Volunteer focused on improving the quality of life in KC
- Participate in trainings to better myself