



Jayna Dave

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Professional Summary

Dependable HR Assistant recognized for consistency in productivity and attendance while exhibiting a positive attitude in light of challenging situations. Exhibits exemplary work ethic and willingness to learn new processes and techniques which enhance business and team efforts.

Skills

- Excellent communicator
- Human resources policy development
- Recruitment coordination
- Training program development
- Strong motivator
- Analytically minded

Experience

AUGUST 2018 - CURRENT

Security Officer

Pillar Security Services | Toronto, ON

- Answered phones, greeted guests and provided information and directions.
- Checked alarms and security devices to ensure proper operations.
- Contacted emergency personnel in even of fire, safety and crime occurrences.
- Coordinated with other security personnel to ensure optimal safety.
- Documented all threats and created reports.

JANUARY 2017 - MAY 2017

Intern

Acron30 | Peterborough, ON

- Collaborated with other teams to analyze options for solutions and to coordinate various development activities.
- Developed standards and strategies for successful software development.
- Assisted with developing interview questions for prospective employees.
- Coordinated recruitment effort for all position levels.
- Increased productivity in the office by implementing efficient technical approaches.
- Learned about the latest technology to search for ways to update the current computer systems.

SEPTEMBER 2015 - APRIL 2017

Executive Assistant

Fleming College | Peterborough, ON

- Facilitated communication between executives and other departments.
- Handled sensitive and private data regularly.
- Interviewed potential employees.
- Scheduled events and meetings.

- Assisted HR Director in guiding management and employees regarding employee relation issues.
- Administered policies and procedures such as benefits, recruitment, training and development, employee performance, evaluations and appraisals, and exit interviews.
- Assisted with developing interview questions for prospective employees.
- Created individual career maps for all employees and ensured professional development by organizing learning and development trainings.
- Managed the HRIS process and served as subject matter and technical expert on entries and data changes.
- Served recruiter with recruitment and on-boarding efforts for exempt and nonexempt positions.

JANUARY 2015 - MAY 2015

Intern

Shark Technologies | Ahmedabad, Gujarat

- Collaborated with graphic and web designers to figure out the layout of different websites and to ensure work from all departments was done correctly.
- Communicated with clients if changes to design needed to be made and worked with them to come up with the best solution.
- Created and tested applications for websites ensuring they were in line with requirements.
- Conducted quality assurance tests to look for errors, developing and implementing effective solutions to the issues.
- Maintained high productivity and efficiency.
- Met with management and clients to determine the needs of a website to ensure it reached its goals.

Education

NOVEMBER 2018

Post-Graduate in Human Resource Management

Seneca College of Applied Arts and Technology, Toronto, ON

APRIL 2017

Post-Graduate in Wireless Information Networking

Fleming College, Peterborough, ON

APRIL 2017

Bachelor of Science in Information Technology

Ganpat University, Kherva, Gujarat