

# Jessica Pestrikoff, PHR, SHRM-CP

<https://www.linkedin.com/in/jessica-pestrikoff-phr-shrm-cp-65963479>

## HUMAN RESOURCES OPERATIONS MANAGER

Recruitment | Onboarding | HRIS Management | Regulatory Compliance | Training & Development

Alaska grown, adaptable, and driven Human Resources professional with over ten years' experience specializing in Recruitment, Onboarding, Drug and Alcohol Program Designated Employer Representative (DER), Personnel Data and Human Resources Information System (HRIS) Management, Policy Development and Implementation, Regulatory Compliance and HRIS selection, implementation and training. Self-motivated and goal oriented with a proven ability to work with all levels of the organization through effective verbal and written communication.

### NOTABLE ACCOMPLISHMENTS

**TRAINING & DEVELOPMENT** – Successfully trained regional HR representatives. Lead over regional positions. Trained new C-Store and Terminal Managers on hiring procedure and compliance.

**POLICY DEVELOPMENT** – Work closely with company owners to write and implement company policy and procedure.

**IMPLEMENTATION** – Led the development and implementation of Applicant Tracking System (Cyber Recruiter). Oversaw the design, layout and functionality of the webpage and online application process. Responsible to train regional HR representatives and hiring managers. Led the development and implementation of HRIS to include; Applicant Tracking System (ATS), Electronic Onboarding, and Online Timecards (UKG Ready – Kronos). Responsible to train end users on system features and reporting.

**COMPLIANCE** – Implemented use of Federal E-Verify Database for I9 verification of all new hires. Conduct annual internal I9 audits. Re-constructed personnel files to ensure maximum security of personally identifiable information. Developed and maintain document retention schedule as well as compliance calendar. Developed and implemented Affirmative Action Plan and ensured subsequent compliance.

**D&A DER** – Designated Employer Representative for multiple Drug and Alcohol policies (EPCC, PHMSA, Corporate, FMCSA, USCG and FAA). Assisted with the transition from physical paper to electronic filing and organization of Drug and Alcohol records to prepare for FAA audit. Main point of contact during transition from one drug test vendor (Beacon) to another (DISA). Coordinated required testing of all 650 active and rotational employees across multiples states in the implementation timeframe allotted.

**PRODUCTION** – Oversaw the Audio/Visual production of the American Heart Association's "Go Red for Women" Luncheon. Ensured presentation slides and script were in sync, music was cued and executed at the perfect moment for dramatic effect and oversaw projection to ensure the camera was live when necessary or the presentation was visible.

### PROFESSIONAL EXPERIENCE

**NORTHERN AIR CARGO, a Saltchuk Company** | Anchorage, AK | Cargo Airline

*Senior Human Resources Generalist*

*May 2022 - Present*

Key point of contact for line managers, staff, and HR Director in providing HR related guidance and support in the implementation of the company's people related business strategy.

- **Management** Oversee the company's Employee Appreciation Program. Solicit nominations, manage selection committee, and complete process through bonus payment and communication of selected employees. Employee leave process to include FMLA/STD/LTD/LOA
- **Benefits Administration** Ensure employee elections are correct, enroll new hires and dependents in ID90 Travel System. Work closely with Michigan Conference of Teamsters Welfare Fund (MCTWF) to ensure Pilot benefits are correct and accurate. Developed a monthly quiz to promote engagement with the company's Employee Assistance Program.

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- **Compliance** Manage the badging process with the Ted Stevens Anchorage Airport to ensure employee's have the proper accesses. Ensure FAA employees have completed the PRLA process prior to performing safety sensitive duties.
- **Employee Relations** Investigate ethics complaints in a timely fashion, interviewing all involved and submitting findings to Corporate. Conduct exit interviews with employees who voluntarily leave the company and monitor any trends within departments/managers.
- **Marketing** Work closely with the Marketing Director to create training videos around Ethics and employees' perceptions of the company.

**VITUS ENERGY** | Anchorage, AK | Distributor of refined petroleum products

**Human Resources Manager**

*March 2019 – May 2022*

Directs all Human Resources activities and events. Organizes, coordinates and administers the Human Resources program. Works closely with management to achieve department and company goals in training, policy development and implementation, benefits administration, EEO/AAP programs, while ensuring the retention and attraction of qualified and motivated employees, complying with all federal and state equal employment opportunity and other governmental regulations. Subject matter expert for Human Resources Information System (HRIS) and Applicant Tracking System ATS.

- **Management** Recruitment and hiring process. Manage self-funded Medical, Dental and Vision health plan in partnership with Meritain and VSP.
- **Counsel** Work with other managers on personnel issues as they arise. Work with senior management team to achieve company objectives.
- **HRIS Selection/Implementation** Assisted in the selection, implementation and end user training of HRIS system (UKG Ready - Kronos). Identified \$2M cost savings opportunities for the organization through transition from Manual processes to Kronos.
- **Compliance** Assist in the development of Affirmative Action Plan and ensure compliance.

**CHUGACH ALASKA SERVICES, LLC** | Anchorage, AK | Oil & Gas, Construction, Temporary Staffing Services

**Assistant Program Manager**

*April 2018 – March 2019*

- **Management** Assist in the management of daily operations of contract performance to include cost, schedule, and performance management, personnel management and other related activities. Provides high level management to 70+ contract employees.
- **Benefits Administration** through Federal Employee Health Benefits, Meritain and Unum. Provide accurate information and guidance to employees with regards to enrollments. Process enrollments in UltiPro HRIS and providers' network(s).
- **Safety/Training** Work with Safety Coordinator to develop new hire orientation presentations and position specific training requirements. Oversee post-hire annual and bi-annual medical and health screenings. Conduct weekly safety meetings
- **Marketing** Develop, maintain and distribute monthly employee newsletter

**DELTA CONSTRUCTORS, LLC** | Anchorage, AK | Construction management company focused on Oil & Gas Industry

**Sr. HR Generalist**

*March 2018 – April 2018*

Promoted from HR Generalist to Sr. HR Generalist. Responsible for leading and directing Corporate HR Assistant and Regional HR Representatives in day-to-day operations. Proactively engage with regional and corporate leadership to identify and support recruiting needs. Subject Matter Expert for HRIS system and Online Application Platform.

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### *HR Generalist*

*March 2015 – March 2018*

Promoted from HR Coordinator to HR Generalist. Responsible for strategic recruitment efforts aligned with company mission and vision. Lead regional HR representatives through open and effective communication. Develop and implement policies, procedures and various Human Resource technology systems.

- **Recruitment/Marketing** Create and maintain accurate job descriptions to ensure employee classification codes are correct. Effectively use social media platforms, state and local job boards and company careers page to advertise current and prospective job openings. Establish and maintain relationships with hiring managers and key leaders. Assist with bid responses through recruitment, creation of organization charts, and resume prep. Developed interview process to ensure consistency.
- **HR Organization Leadership** Lead and direct 5 HR representatives in recruiting, onboarding, personnel file management, regulatory compliance, and benefit administration, remotely. Requires semi-annual travel to conduct face to face check-ins.
- **HRIS Selection/Implementation** Assisted in the selection, implementation and end user training of Applicant Tracking system (Cyber Recruiter and Jobvite).
- **Policy Development** Worked closely with HSE Department to develop and implement Designated Driver Policy in efforts to reduce risks posed by un-safe and/or un-trained operators. Implemented training and designation for easy identification of qualified operators.

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### *HR Coordinator*

*March 2014 – March 2015*

Provided administrative assistance to the Corporate Human Resources Department. Managed personnel data with strict confidence, assisted Corporate Recruiter and Benefits Administrator as needed.

- **Implementation** Led implementation efforts of ABRA HRMS, a Sage product. Manually entered 500 employees' personal and employment data. Continuous management of employee data. Developed and implemented online application system. Oversaw design, layout and functionality of online application to ensure seamless transition from Company Webpage to Application. Continuous training of hiring managers and regional HR representatives.
- **Benefits Administration** Assisted with roll-out of Short and Long Term Disability Insurance offerings. Coordinated open enrollment efforts through direct mailers, assisting employees and regional HR representatives with enrollment questions, auditing enrollment forms for completion and correctness and data entry of enrollment elections.

**HOPE COMMUNITY RESOURCES** | Anchorage, AK | Provides services to disabled members of the community

### *HR Assistant*

*August 2013 – March 2014*

Assistant to the three Hiring Specialists responsible for full-cycle onboarding of new hires and transfers.

- **Onboarding** Processed new applications in Great Plains, ATS. Managed staffing and onboarding for multi-department organization. Coordinated with new hire to complete onboarding requirements; background check, fingerprints, licensing, etc.
- **Licensing** Entered and managed new and current employees in the State of Alaska Background Check Program, ensuring all state and licensing requirements were met.
- **HRIS Management** Managed data entry of all new hires/transfers/status changes/terminations in Kronos.


**ELWOOD STAFFING (Formerly Adams & Associates)** | Anchorage, AK | Temporary & direct staffing company

### *Sr. Staffing Manager*

*March 2012 – August 2013*



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Promoted from Staffing Manager. Trained and led new Staffing Manager to take over temporary division. Managed corporate client, Schlumberger, to conduct recruitment and onboarding of direct hires according to Client policies and procedures.

**ADAMS & ASSOCIATES** | Anchorage, AK | Staffing company providing talent-based staffing solutions, temporary & direct *Staffing Manager* **March 2011 – March 2012**  
Oversaw the temporary staffing division. Worked closely with client organizations to identify and fulfill temporary staffing needs.

### EDUCATION

**SOCIETY OF HUMAN RESOURCE MANAGEMENT (SHRM)**  
*SHRM Certified Professional (SHRM-CP)* **April 2015 – September 2024**

**HUMAN RESOURCES CERTIFICATION INSTITUTE (HRCI)**  
*Professional of Human Resources Certification (PHR)* **January 2014 – September 2023**

**UNIVERSITY OF ALASKA, ANCHORAGE**  
*Bachelors of Business Administration – Management*  
*Bachelors of Business Administration – Marketing*

# **Jessica Pestrikoff, PHR, SHRM-CP**

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## **REFERENCES**

### **KRISTIN MELLINGER**

Principle at V3 Strategic Solutions, LLC

Colleague

(907) 223-3796

### **BRANDON STANLEY**

Integrations Manager at Vitus Energy, LLC

Previous Colleague

(208) 755-7299

### **MARC STOVER**

Marine Operations Manager at Vitus Energy, LLC

Previous Colleague

(907) 538-9656

### **BARBARA ARTEGA**

Program Manager at Chugach Alaska Services

Previous Supervisor

(808) 747-3471

### **KATHY BENEDETTI**

VP Human Resources

Previous Supervisor at Delta Constructors

(907) 306-6684

### **VIRGINIA ROSSER**

Human Resources Services Partner at Alera HR Group

Previous Co-Worker

(907) 306-8391

### **AMBER SLOAN**

Human Resources Business Partner at Bering Straits Native Corporation

Previous Co-Worker

(907) 830-4817