

# Jeslyn M. LaMonte

---

Rocky Hill, CT • (860) 922-2859 • jeslamonteg@gmail.com

## **Kongsberg Automotive, Suffield, Connecticut**

### **Human Resources Assistant**

**November 2022- Present**

- Responsible for all recruiting, interviewing, and onboarding
- Maintain strong work relationships with outside agencies and company vendors
- Perform background checks and drug screens
- Manage workers compensation claims
- Run company payroll weekly using ADP for over 200 employees
- Educate employees on benefit elections
- Organize and document meetings for upper management
- Respond to employee complaints and investigations as needed
- Follow through with corrective and disciplinary actions
- Responsible for terminating employees when necessary
- Maintain organized employee files as required by state guidelines
- Pull reports for upper management and the finance department weekly
- Negotiate new hire offer letters
- Ensure the company is up to state and federal guidelines as an employer
- Communicate with company employees on a global scale
- Successfully organize company parties and events
- Proficient in HR software such as ADP, Clear Star, SuccessFactors, LinkedIn, Excel, Teams, Outlook

## **Barnum Financial Group, Glastonbury, Connecticut**

### **Administrative Assistant**

**January 2022-July 2022**

- Tracked business across multiple platforms (Excel, Google Docs, Salesforce)
- Handled all client calls, emails and paperwork including life insurance policies
- Managed the schedules for two of the firm's financial advisors
- Organized all paperwork and documents both physically and digitally
- Coordinated with all outside companies for clients and advisors
- Filled in as a personal assistant at times in addition to my day-to-day responsibilities
- Promoted products offered to clients to boost sales for the company

## **Max Downtown, Hartford, Connecticut**

### **Server and Administrative Assistant**

**January 2019-November 2022**

- Prioritized customer service to ensure the customers have a premier dining experience
- Educated customers on latest food options to help them order
- Consistently learned and updated food menus as well as wine and spirit options
- Handled customer outreach to help them make reservations and plan their events
- Assisted with major catering events when needed
- Utilized teamwork with other servers and staff for cohesion throughout the day
- Multitasked and utilized task management based on priority and urgency daily

# Jeslyn M. LaMonte

---

Rocky Hill, CT • (860) 922-2859 • jeslamonteg@gmail.com

## **New York Life, Windsor, Connecticut**

### **Customer Relations Specialist**

**January 2020-June 2020**

- Managed clients financial accounts
- Performed administrative tasks such as filing and ingoing and outgoing mail
- Scheduled client meetings with advisors and helped manage their calendars and schedules
- Maintained office and conference room appearance and set up daily
- Networked with clients at various events and over the phone
- Managed progress of tasks across the company's various software platforms
- Responded to clients emails and calls daily
- Performed maintenance on clients' accounts through financial tasks including deposits, withdrawals and account set up

## **Education Bay Path University, Longmeadow, Massachusetts**

**2022- Graduation December 2023**

Bachelor's Degree in Business Administration

Major/Focus: Human Resource Management

## **Manchester Community College, Manchester, Connecticut**

**2015-2018**

Associates Degree in General Science