

Jonathon William Clark

SKILLS/QUALIFICATIONS

Full-cycle general HR competency. Serve as both Academic Affairs specialist and Manager of Staff HR, serve both faculty and staff populations for full-cycle HR needs including recruitment, hiring, onboarding and offboarding, pay, time and absence processes, customer service for general HR needs, in-grade increases, promotions, transfers, and terminations.

Collaborator. Work with and speak to all levels of organization, craft cohesive and compelling stories and/or business cases to engage and win over customers and team members. Create positive work environment. Establish new work environments while maintaining gains in workplaces that have proven success.

Teacher and Mentor. Synthesize working skills to pass them on to direct reports and team members to encourage employee satisfaction and retention.

Agile and resilient. Adapt to a rapidly changing environment and initiate new processes and/or ideas to address opportunities. Troubleshoot challenges in real time. Utilize emotional intelligence; successfully communicate with various personalities and styles.

Independent self-learner. Problem solver. Not afraid to fail, though not afraid to ask questions when needed.

Digital and mobile savvy. Microsoft Office suite including Word, Excel, and PowerPoint. Google suite including Sheets and Docs. Other programs include SharePoint, Image Now, Great Plains, Adobe, Workday.

Team player. Work with dynamic groups of individuals to scope and meet goals. Facilitate varied personalities and group dynamics. Strong verbal and written communication skills.

Strong working financial skills. Inventory management of \$50k + inventories, flow management, costing, profit analysis, purchasing. Understand payroll and the management of vendor and producer relationships.

PROFESSIONAL EXPERIENCE

UW Department of Family Medicine, August 2018-present:

HR Manager (promotion) August 2019-present

Full-cycle general HR duties as outlined above. Manage network of HR contacts throughout the School of Medicine as well as the larger University to learn, troubleshoot, and problem solve every day Departmental needs.

HR Coordinator August 2018-August 2019

Organization and virtualization of over 1500 clinical faculty personnel files including proper disposition and State standards applied to Departmental filing. Coverage of multiple positions not limited to the clinical faculty coordinator including full-cycle hiring to termination of clinical faculty and the promotions process as well as coverage the budget fiscal analyst position including payroll analyses, updating costing allocations, and trouble-shooting Workday difficulties for Admin HR and Finance units.

Opening new business, establishing new systems, and cultivating programs for long-term growth:

Mbar, Seattle, WA August 2016-June 2017

Director of Beverage. Managed large projects including build out, team hires and training, establishing of vendor relationships, and price setting and cost analysis. Management of cash and sales systems for the restaurant, staff, and staff training. Created systems and operations, unique beverage and food menus, recipes, and concepts.

Huxley Wallace Collective, Seattle, WA October 2015-March 2016

Director of Beverage and Development. Managed projects of varied scopes and sizes. Created recipes and menus, managed beverage and wait staff, trained staff in sales and products, created original dishes and concepts.

The Aviary, Chicago, IL October 2014-September 2015

Drink Chef. Studied, learned, and excelled with the extraordinary products and systems of a bar within a Michelin starred restaurant group.

Chef Amaury's Epicurean Affair, Aurora, IL October 2012-October 2014

Restaurant Manager: hired and trained staff, managed payroll and supplier accounts, procurement.

Central European Teaching Program, Hungary: September 2008-August 2012

English Teacher and Peer Mentor.

Starbucks Coffee Company, Portland, OR March 2007 - August 2008

Shift Supervisor, managed 15-20 partners.

EDUCATION and CERTIFICATIONS

- Six Sigma, yellow belt 2022
- Certified Sommelier with the Court of Master Sommeliers 2015
- B.A., Comparative History of Ideas from University of Washington 2006