

BIOGRAPHY

Jane Kunkel

Sr. HR Associate

Jane Kunkel, Sr. HR Associate with HR Works, Inc. helps clients reach their strategic human resources goals through handbook development, HR assessments, employment law compliance updates and guidance, procedure development, and related HR projects. She also supports HR Works' Virtual Helpline and online Learning Management System (LMS) teams and facilitates leadership and workforce trainings for our valued clients.

Jane has previous experience as an HR Generalist, partnering with global business leaders to drive HR initiatives such as performance management, career development, and employee engagement. She was also involved in talent acquisition and succession planning strategies, including university recruiting. Jane also has experience providing key administrative HR support, maintaining manufacturing staffing levels, ensuring compliance with employment law, conducting new hire onboarding, addressing employee relations and performance issues, and coaching employees and managers to work together toward common goals. Prior to her experience as an HR Generalist, was responsible for full life cycle recruiting and customer relationship management at a global staffing firm.

Jane holds a M.S. in Human Resources Management from Nazareth College, and a B.A. in Psychology with a Business Concentration from Grove City College. She also earned her Professional HR Certification from the Society for Human Resource Management (SHRM-CP).

