

Jason Hunter

HR Generalist | People Operations, Recruiting & Compliance | U.S. Army Combat Veteran

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SUMMARY

HR generalist who has run every piece of HR for a small, regulated healthcare employer: hiring, onboarding, payroll, policies, employee relations and state audits. Before that I spent 10+ years recruiting for Amazon, Ring and Fortune 500 clients, so I know how to find people and keep them. The agency I co-founded now has a stable team, and I'm ready to bring that hands-on experience to an HR Generalist role at a larger organization.

SKILLS

HR: Employee relations, onboarding and credentialing, payroll processing, performance conversations, offboarding, personnel files and recordkeeping, background checks, handbook and policy writing, training

Compliance: Ohio DODD and Medicaid waiver requirements, HIPAA, audit preparation, credential and training tracking

Recruiting: Full-cycle and high-volume hiring, structured interviews, sourcing, offer negotiation

Systems: ADP RUN, Workday, iCIMS, Taleo, Bullhorn, Brittco EVV, Google Workspace, Slack, Zapier

EXPERIENCE

Safe Haven Home Care, LLC

Jan 2023 – Present

Co-Founder & Director of Operations (HR & People)

Greater Cincinnati, OH

- Co-founded a home care agency and built its HR and people operations function from the ground up.
- Run hiring from start to finish: job posts, phone screens, structured interviews, background checks and offers.
- Built onboarding and credentialing from scratch, so new hires are ready to work shifts in under 10 days instead of 3 weeks.
- Process payroll in ADP RUN; cut payroll errors by 25% and about \$18K a year in admin costs by reworking how HR, billing and scheduling connect.
- Wrote the employee handbook, policies and procedures manual, and standard operating procedures.
- Passed all 43 items of the state DODD compliance review with zero findings by keeping personnel files, training records and credentials audit-ready.
- Handle employee relations, coaching and offboarding; kept turnover below Ohio's roughly 40% home care average with better screening, training and clear expectations.
- Set up an automated call-off process (Google Forms, Slack, Zapier) so open shifts get flagged and covered faster.

Talent Ninja, LLC

Oct 2024 – Present

Founder & Independent Recruiter (part-time)

Remote

- Fill IT, healthcare and finance roles (\$45K–\$130K) for small and mid-size employers, handling each search from intake call to accepted offer.

Snowfox Solutions

Feb 2023 – Jan 2024

ServiceNow Consultant & Business Analyst

Blue Ash, OH

- Mapped processes, coordinated user testing and trained end users on enterprise ServiceNow rollouts; wrote the SOPs teams used after go-live.

Amazon & Ring (Contract)

Feb 2022 – Oct 2022

Technical Recruiting Consultant

Remote

- Carried 15+ high-priority engineering and operations requisitions at a time and cut average time-to-fill by 30%.
- Kept clean ATS records and steady communication with senior hiring managers, earning 90%+ satisfaction scores.

Allegion (Contract)

Oct 2021 – Feb 2022

Strategic Sourcing Consultant

Remote

- Filled 10+ hard-to-fill engineering and IT roles within SLA, reporting progress to hiring managers and HR business partners.

Career Break: Completed MBA, Indiana Wesleyan University

Aug 2020 – Oct 2021

OhioMeansJobs / Hamilton County Job & Family Services

Feb 2019 – Aug 2020

Career Coach & Workforce Development Specialist (rehired)

Cincinnati, OH

- Worked with 200+ job seekers a year, many of them veterans and displaced workers; 65% were placed within 90 days.
- Ran 50+ workshops for 1,000+ people on résumés, interviewing and workplace skills, and built hiring relationships with 25+ local employers.

Agency & Corporate Recruiting

2014 – 2018

Technical Recruiter → Senior Technical Recruiter

Cincinnati, OH & Denver, CO

Adecco, Luxottica, E.W. Scripps, Anchor Point Technology, Fahrenheit IT, Connecting People Inc.

- Full-cycle recruiting for Fortune 500 and mid-market clients across IT, engineering, healthcare, manufacturing and corporate functions; beat placement targets by 10–15%.
- Managed requisitions, interviews, offers and candidate records in Taleo, Workday, Bullhorn and iCIMS.

OhioMeansJobs / Ohio Department of Job & Family Services

2011 – 2014

Job Developer & Career Coach

Ohio

- Coached job seekers on résumés and interviewing, and built hiring relationships with local employers.

United States Army

2002 – 2006

Team Leader, Bradley Linebacker Crewmember (14R) & Administrative Specialist

Fort Hood, TX & Baghdad, Iraq

- Deployed to Baghdad during Operation Iraqi Freedom II and led soldiers through combat operations.
- Kept personnel records, training schedules and compliance paperwork for a 30+ soldier element; my first HR job, though nobody called it that.
- Combat Action Badge, Army Good Conduct Medal, Global War on Terrorism Service Medal, National Defense Service Medal.

EDUCATION & CERTIFICATIONS

MBA, Project Management — Indiana Wesleyan University

2021

B.A., Psychology — University of Cincinnati

2011

ServiceNow Certified System Administrator (CSA), CIS-ITSM, CIS-PPM • PMP coursework • CPR/First Aid

OUTSIDE WORK

Youth football coach.