

Adrian Guishard

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Professional Summary

Human Resources professional with 5+ years of experience in staffing, employee relations, compliance, and investigations. Skilled in supporting full employee lifecycle processes including recruitment, onboarding, conflict resolution, benefits support, and performance management. Strong ability to build positive employee relations, ensure regulatory compliance, and partner with leadership to create fair and effective workplace policies.

Core Competencies

- Employee & Labor Relations
- Recruitment & Onboarding
- HR Policy & Compliance (EEOC, FMLA, OSHA)
- Investigations & Conflict Resolution
- Payroll & Benefits Administration
- Training & Performance Management
- Documentation & Case Reporting
- HRIS & Microsoft Office Suite

Professional Experience

AMG Staffing, LLC – Columbus, OH

Chief Executive Officer | Jan 2021 – Present

- Directed HR functions for internal staff and client accounts, including recruiting, onboarding, payroll, and employee relations.
- Conducted investigations into employee complaints, policy violations, and workplace conflicts, implementing corrective actions as needed.
- Developed and enforced HR policies to ensure compliance with state and federal labor laws.
- Provided consultation to business clients on performance management, disciplinary procedures, and workforce planning.
- Oversaw confidential employee records, HR documentation, and compliance audits.

Ohio Department of Taxation – Columbus, OH

Tax Examiner Associate | Dec 2019 – Jan 2020

- Investigated and resolved taxpayer accounts with a focus on compliance and accuracy.
- Maintained confidential case records in alignment with state and federal policy.
- Partnered with multiple departments to resolve sensitive, escalated issues.
- Delivered customer service and guidance while ensuring adherence to legal standards.

JP Morgan Chase Bank N.A. – Columbus, OH

Document Review Specialist II | Oct 2012 – Apr 2019

- Reviewed legal and financial documents for compliance and accuracy.
- Collaborated with attorneys, HR, and compliance teams to address discrepancies.
- Maintained proper records management practices and upheld confidentiality standards.
- Supported investigations involving sensitive documentation and employee-related matters.

Education

Bachelor of Business Administration

Ashford University – Forbes School of Business & Technology

Graduated: May 2019