



# LAUREL MARSHALL

HR & Compliance Manager



<b>Contact</b>	<b>Summary</b>
<p>345 Spring St. Suite 103  Paso Robles, CA 93446  805-472-2400  Laurel@jmconstuction.com</p>	<p>Experienced HR and Operations professional with a strong background in Human Resources, Compliance, Bookkeeping, and Office Management across Construction, Hospitality, Financial Services, and the California Wine Industry. Recognized for strong organizational skills, attention to detail, and fostering positive, collaborative work environments.</p>
<b>Education &amp; Certification</b>	<b>Work Experience</b>
<p>B.S., Business  Administration/Human Resource  Management</p> <p>California State University,  Northridge</p> <p>A.A., Liberal Arts</p> <p>Los Angeles Pierce College,  Winnetka California  Dean's List</p> <p>California Real Estate License  Allied Business School  California Association of Realtors</p> <p>Intuit Bookkeeping Certificate</p>	<p>HR and Compliance Manager  JM Construction 5/2026-Present</p> <p>Oversee company wide safety procedures to ensure Cal/OSHA safety compliance;  Obtain and distribute required job safety and Labor Law documentation;  Create career development matrixes within each department to communicate clear opportunities for employee advancement;  Administer forms and applications for employer-sponsored benefits, e.g.: health insurance and retirement plans;  Maintain and document confidential employee records with respect to job performance, reviews, warnings, and terminations;  Respond to unemployment and disability claims with E.D.D.;</p> <p>Provide HR direction to supervisors for all employee</p> <p>Office Manager/ Human Resources Professional  Calipaso Winery &amp; Villa 6/2020- 4/2025</p> <p>Handle all Human Resource related duties such as; payroll, new hire paperwork, filing Workers Compensation insurance claims, tracking vacation and sick time, verbal and written warnings, posting current mandated labor posters;  Bookkeeping duties to include accounts payable/receivable, reconciliation of accounts using Quickbooks Desktop;  Strive to foster a healthy working relationship with my coworkers, and a safe and positive environment for staff members to learn.</p>

# JM CONSTRUCTION

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