

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

With over five years of relevant experience, I am skilled in prioritizing tasks and finishing them on time.

I enjoy organizational work, such as planning events and trips. I am a resourceful employee with a keen analytical eye regarding budgetary considerations and crafting reports. I am competent in correspondence through multiple channels.

Experience

Secretary - Buffer Insurance / Location

MONTH YEAR - Present

- Transcribed, took notes, and distributed meeting records to attendees for their reference.
- Greeted and directed incomers to the needed department. I also scheduled them for appointments when needed.
- Complied with the \$3,300 annual budget for office supplies and equipment. I kept a record of all purchased and returned items.
- Prepared memos, drafts, and narrative reports for office management. My typing speed remained consistent at 80 words per minute, allowing me to complete tasks on time.
- Managed correspondence through incoming and outgoing phone calls, emails, and letters for all departments.

Human Resources Intern - Clayton Services / Location

MONTH YEAR – MONTH YEAR

- Responsible for creating PowerPoint and necessary documents for HR management. Received positive feedback for documents curated.
- Conducted administrative duties like scheduling, scanning, printing, copying, and handling paperwork for HR staff.
- Assisted in organizing company retreats by adhering to the organization’s annual budget.
- Communicated with applicants and responded to frequently asked questions while referring to my superior’s advice.
- Collaborated with other interns to create a seamless workflow comprised of sheets and organized docs. We also integrated new software into the company’s system, such as TravelPerk for work trips.

Project Experience

- Lorem quis bibendum auctor, nisi elit consequat ipsum
- Lorem quis bibendum auctor, nisi elit consequat ipsum
- Lorem quis bibendum auctor, nisi elit consequat ipsum

Education

Bachelor of Business Administration in Human Resource Management- Texas

Woman’s University

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

May 2009

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Organization
- Collaboration
- Microsoft Office
- Editing and Proofreading
- Event Coordination

Licenses & Accreditations

Licenses Licenses & Accreditations

- Human Resources Certification Institute