

NAME

TITLE

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

Profile

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Experience

Human Resources Assistant- Company / Location

MONTH YEAR - Present

- Job Description: Assisted the Human Resources manager by efficiently coordinating interviews, researching qualified talent, organizing employee information, and more.
- Results: Organized and assisted 50+ interviews, optimized 15 job advertisements, and managed employee data for over 30 new hires.
- Additional Competencies: Excellent communication skills while meeting applicants and assisting with interviews, impeccable organization skills, and time management skills while managing many potential hires.
- Other: I implemented a system for scheduling that improved communication across the HR department.

Human Resources Intern - Company / Location

MONTH YEAR – MONTH YEAR

- Job Description: Absorbed knowledge from recruiting experts while shadowing, assisted with creating and updating job advertisements, and got hands-on experience interviewing and researching qualified candidates.
- Results: Grew from shadowing to assisting HR managers in over 20 interviews.
- Additional Competencies: Networked with high-level professionals and honed my analytical skills with simple and complex day-to-day tasks.
- Other: I earned the Most Outstanding Award for exceptional performance reviews.

Project Experience

- 2019 Job Fair: Organized and assisted with event coordination, resulting in more than 200 interviews for qualified candidates.
- 2017 College Fair: Served as a coordinator for the Michigan College Fair and assisted students and school representatives in networking with one another.

Education

Bachelor's Degree in Human Resources - Michigan State University

MONTH YEAR

- GPA: 3.9
- Minor in Business Studies: Simultaneously obtained a major in HR and a minor in business studies at Michigan State University

DEPARTMENT - SCHOOL

May 2009

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Strong verbal and written communication skills
- Great with active listening and conflict resolution
- Thorough knowledge of best practices for hiring
- Strong ability to research and analyze data
- High-level ability to network

Licenses & Accreditations

Licenses Licenses & Accreditations

- Associate Professional in Human Resources® (aPHR®) Certification
- Certified in Labor Relations