

NAME

TITLE

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

Profile

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Experience

Human Resources Information Specialist (HRIS) - Company / Location

MONTH YEAR - Present

- Job Description: Gathered and analyzed employee data, consulted with department heads about talent gaps or bottlenecks, produced job postings with high response rates, and implemented data protection protocols.
- Results: Improved production and performance by providing 15+ qualified candidates to fill company gaps.
- Additional Competencies: Experienced in SEO for job postings, impeccable organizational skills, and strong knowledge of various office software.
- Other: Executed quarterly meetings with upper management and provided data and reports of employee KPIs.

Human Resource Administrator - Company / Location

MONTH YEAR – MONTH YEAR

- Job Description: Coordinated interview schedules, updated and optimized job postings, assisted the interview process by organizing employee information, and conducted initial interviews.
- Results: Assisted the HR manager by narrowing down candidates for second interviews, optimized 50+ job advertisements, and managed data for over 100 new hires.
- Additional Competencies: Exceptional attention to detail and stellar communication skills while greeting and interviewing applicants.
- Other: I organized engaging monthly team-building exercises.

Project Experience

- Data Management Project: Led a project to improve data storage and security by implementing software and new policies for data management.
- Interview Coordinating Project: Managed the interview schedule for over 50 prospective candidates, scheduled follow-up interviews, and input all information in an easily accessible spreadsheet

Education

Master’s Degree in Human Resources - University of Houston

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Bachelor’s Degree in Human Resources- University of Houston

May 2009

- GPA: 3.9
- AWARD
- AWARD

Skills

Expertise

- Strategic thinking and strong decision-making abilities
- Strong research skills
- Excellent at communication, networking, and team building
- Strong business management and leadership skills
- Eagerness to learn and able to gracefully accept constructive criticism

Licenses & Accreditations

Licenses Licenses & Accreditations

- IPMA-CP Certified
- SHRM-CP Certified
- CompTIA Security+ Certified