

Sample Student

Palatine, IL 60067

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Human Resource Generalist

EDUCATION

Harper College, Palatine, IL

Human Resource Management Certificate

May 20XX

Relevant Coursework

Human Resources Management

Organizational Behavior

Employment Law

Compensation and Benefits

Training and Development

Introduction to Business Organization

SKILLS

Microsoft Office: Word, Excel, PowerPoint, Outlook

Fluent in Spanish and English

PROFESSIONAL EXPERIENCE

Hines Supply Company, Buffalo Grove, IL

September 20xx to Present

Human Resources Assistant

- Maintain human resource records by recording new hires, transfers, terminations, changes in classifications, merit increases and track vacation and sick time
- Coordinate and schedule drug testing, background checks and physical examinations for new hires and current associates
- Create job posts for posting on recruiting websites and maintain communication with job boards
- Orient new employees by providing orientation information packages, reviewing company policies, gathering payroll information and explaining benefit programs
- Administer Employee Referral Program (ERP) and meet with users

ABC Company, Schaumburg, IL

Administrative Assistant

June 20xx to September 20xx

- Provided administrative support to division manager and department including managing correspondence and making phone calls to vendors and suppliers
- Scheduled meetings, conferences and travel for 15-member team
- Performed research and worked on special projects including social media updates and workshops and presentations

VOLUNTEER EXPERIENCE

Youth Mentor

April 20xx to Present

Bridge Youth and Family Services, Des Plaines, IL

- Provide role modeling and friendship to mentees who benefit from having an additional adult in their life
- Help mentees develop better social, emotional and academic skills through planned activities, phone and email check-ins and group coaching sessions

PROFESSIONAL MEMBERSHIPS

Society for Human Resource Management (SHRM)

April 20xx to Present

Professionals in Human Resources Association (PIRHRA)

April 20xx to Present