**Sample Student**

Palatine, IL 60067 | 847.555.5555 | [samplestudent@gmail.com](mailto:samplestudent@gmail.com) | [www.linkedin.com/in/samplestudent](http://www.linkedin.com/in/samplestudent)

**Human Resource Generalist**

Strong skills in recruitment, record-keeping, compensation, and benefits. Effective communicator, problem-solver, and collaborator with ability to maintain confidentiality and privacy. Skilled in Microsoft Office programs including Word, Excel, PowerPoint, and Outlook. Fluent in Spanish and English.

**EDUCATION**

Harper College, Palatine, IL

Human Resource Management Certificate May 20XX

**Relevant Coursework**

Human Resources Management Compensation and Benefits

Organizational Behavior Training and Development

Employment Law Introduction to Business Organization

**PROFESSIONAL EXPERIENCE**

Hines Supply Company, Buffalo Grove, IL

**Human Resources Assistant** September 20xx to Present

* 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 descriptions for posting on recruiting websites and maintain communication with job boards
* Onboard 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, workshops, and presentations

**VOLUNTEER EXPERIENCE**

Bridge Youth and Family Services, Des Plaines, IL

**Youth Mentor**  April 20xx to Present

* 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 (PIHRA) April 20xx to Present