

**Nancie Smiley**  
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## Human Resource Generalist

### 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

### 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
- Orient new employees by providing orientation information packages, reviewing company policies, gathering payroll information and explaining benefit programs
- Administer Employee Referral Program (ERP)

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
- Performed research and worked on special projects

### 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)  
Professionals in Human Resources Association (PIRHRA)