

KAREN HARPER
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HUMAN RESOURCES SPECIALIST

EDUCATION

Harper College, Palatine, IL
Associate in Applied Science: Business Administration Degree –
Human Resources Management Anticipated Graduation May 20xx
Kappa Beta Delta

RELEVANT COURSEWORK

Principles of Management
Employment Law
Business Law

Human Resources Management
Training and Development
Organizational Behavior

SKILLS

Microsoft Office: Word, Excel, PowerPoint, Outlook
Fluent in Spanish and English
Social Media: LinkedIn, Twitter and Facebook
Adobe Photoshop

EXPERIENCE

Harper College, Palatine, IL September 20xx to Present

Human Resources Department – Student Aide

- Copy and file office paperwork, answer phones and assist callers using strong organizational and communication skills
- Make deliveries around campus to ensure confidential paperwork reaches proper offices
- Assist with special projects using social media and graphic arts skills

VOLUNTEER EXPERIENCE

District 214 Community Education Program, Arlington Heights, IL April 20xx to August 20xx

Adult Literacy Tutor

- Worked one-on-one with adult students to improve basic reading and writing skills
- Bolstered students' social, communication and prevocational skills by offering opportunities to establish mentoring relationships

PROFESSIONAL MEMBERSHIPS

Society for Human Resource Management (SHRM) – Student Member October 20xx to Present
Professionals in Human Resources Association (PIRHRA) – Student Member March 20xx to Present