Nancie Smiley
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OBJECTIVE
To obtain a position as a **Human Resource Specialist**

EDUCATION
Harper College, Palatine, IL
Human Resource Management Certificate May 20XX

RELEVANT COURSEWORK

Business Organization	Human Resources Management
Employment Law	Training and Development
Labor Management Relations	Organizational Behavior

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 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)

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)