

**KAREN HARPER**  
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## OBJECTIVE

To obtain a position as a **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 – 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 them opportunity to establish mentoring relationships

## PROFESSIONAL MEMBERSHIPS

Society for Human Resource Management (SHRM) – Student Member  
Professionals in Human Resources Association (PIRHRA) – Student Member