

Sample Student

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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

Organizational Behavior

Employment Law

Compensation and Benefits

Training and Development

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