

John A. Doe

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LinkedIn URL (Optional)

PROFILE

Certified Human Resources (HR) professional with effective organization, communication, and interpersonal skills. Experienced and confident in recruiting and training new staff members, presenting to large groups, and assisting with employee services, programs and benefits.

EDUCATION

Master of Arts in Business Administration, MM/20XX

American Public University System, Charles Town, WV

Bachelor of Arts in English, MM/20XX

American Public University System, Charles Town, WV MM/20XX

CERTIFICATIONS

Professional in Human Resources, Human Resources Certification Institute, MM/20XX

SUMMARY OF EXPERIENCE

RECRUITMENT:

- Attended career fairs to recruit job candidates, answer application questions, and provide information about the company
- Worked with local press to advertise job openings
- Recruited prospective transfer and freshmen students for college admission

EMPLOYEE SERVICES:

- Produced reports and entered data for employee health and safety evaluations
- Advised staff on navigating online employee benefits portal, including how to sign up for wellness activities, submit timesheets, and review tax and benefits information
- Managed and maintained staff personnel records in filing system

COMMUNICATION & TRAINING:

- Coordinated with departments across the company to organize new hire training sessions
- Assisted manager with developing training documents for each department
- Presented to large groups of prospective students and parents about the college enrollment process during hour-long advising sessions
- Provided over 50 hours of college campus walking tours

EMPLOYMENT HISTORY

Human Resources Assistant, EFG Organization, City, State MM/20XX-Present

College Admissions Counselor, XYZ Community College, City, State MM/20XX-MM/20XX

Campus Tour Guide, XYZ Community College, City, State MM/20XX-MM/20XX