

JOHN DOE

email@email.com | 555-555-5555 | 123 Main Street | City, State 11111

HUMAN RESOURCES ASSISTANT

Summary: Talented and results-driven professional with diverse background and 15+ years of experience in customer service, retail sales, office administration, and recordkeeping. Currently pursuing MBA in HR management and eager to utilize and expand upon knowledge of employee relations, hiring/recruiting, and policy/procedure development. Contribute to positive work environments with enthusiastic and encouraging attitude; continually search for ways to improve performance and align individual aspirations with company goals. Outstanding organizational, multi-tasking, and interpersonal communication skills; interface effectively with staff on all levels. *Strengths include:*

Records Management • Workflow Planning • Regulatory Compliance • Problem Resolution • Report Generation
Payroll Processing • Accounts Payable/Receivable (AP/AR) • Staff Training & Development • Inventory Control
Performance Evaluation • Applicant Screening • Leadership & Teambuilding • Community Outreach

Computer Skills: Kronos, AS/400, Microsoft Office Suite (Word, Excel, PowerPoint)

EDUCATION & AFFILIATION

MBA in HR Management Candidate, State University, City, State
Anticipated Graduation 2015

BS in Management, State University, City, State
Minor in HR Management

Student Member, Society for Human Resource Management (SHRM)

SELECTED PROFESSIONAL HIGHLIGHTS

- Progressed through series of positions with increasing responsibilities based on exemplary performance and proven leadership abilities for ABC Company, rising from Membership Assistant to Hardlines Manager in recognition of numerous contributions:
 - Currently lead team of 4 associates, preparing work schedules, assessing performance, delivering monthly training on safety practices and company standards, and ensuring compliance with policies/procedures; preside over top-selling electronic department in region.
 - Serve on ABC Company hiring team and fulfill role as Certified Drug Screener, interviewing and evaluating applicants to identify talented candidates for positions throughout the store.
 - Played vital role in growing location's membership to more than 50K, assisting in opening facility in 2001, participating in marketing and community outreach initiatives, and achieving executive membership growth from 26% to 50% in less than one year as Membership Assistant.
 - Directed day-to-day administrative functions as Office Manager for ABC Company, handling AP/AR, processing payroll, and promptly resolving customer and employee issues; additionally orchestrated purchasing tasks and monitored office supplies.
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CAREER TIMELINE

ABC Company | City, State 2003–Present
Hardlines Manager (2011 to Present)
Assistant Front End Manager (2009 to 2011)
Front End Supervisor (2004 to 2009)
Membership Assistant (2003 to 2004)

ABC Company | City, State 2000–2003
Office Manager

Additional experience as Assistant Manager for ABC Company, City, State and First Assistant Office Manager/Manager Trainee for ABC Company, City, State

After

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