

# SAVANNAH SULLIVAN

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## Summary

Dedicated Human Resources Coordinator focused on developing efficient processes using knowledge of recruiting, employee relations, training and development, and auditing. Highly efficient and well established in administrative environments that are fast-paced and challenging. Currently pursuing Bachelor's of Science Degree in Human Resource Management.

## Highlights

- New employee orientations
- Microsoft Office Suite expert
- Human resources audits
- Maintains confidentiality
- Quickbooks proficient
- HR policies and procedures expertise
- Staff training and development
- Employment tax knowledge
- People-oriented
- Organized

## Experience

<b>Human Resources Coordinator</b> <b>Sanford Delivery Service</b> <ul style="list-style-type: none"><li>• Explain human resources policies and procedures to all employees.</li><li>• Respond to employee questions during the entrance and exit interview processes.</li><li>• Facilitate year-end talent reviews and articulate team strengths.</li><li>• Select and interview candidates for all available positions.</li><li>• Create job descriptions to attract a targeted talent pool within the market wage range.</li><li>• Assess employee performance and issue disciplinary notices.</li><li>• Work on 401(k) administration, FMLA, and workers' compensation claims and benefits.</li><li>• Generate employee tracking reports each month.</li><li>• Offer consistent payroll disbursement and accurate record keeping of PTO and vacation.</li><li>• Draft department-specific employee announcements.</li><li>• Organize employee schedules, department phone lists, and business card orders.</li><li>• Designed new employee packages and sent them via mail and e-mail.</li><li>• Created social media initiatives for new employee search strategies.</li></ul>	<b>09/2009 to Current</b> <b>New Cityland, CA</b>
<b>Receptionist</b> <b>Sanford Delivery Service</b> <ul style="list-style-type: none"><li>• Typed documents and correspondence for owners and department managers.</li><li>• Received and sorted packages and incoming mail.</li><li>• Answered telephone system and greeted visitors.</li><li>• Kept common areas clean and stocked.</li></ul>	<b>11/2006 to 08/2009</b> <b>New Cityland, CA</b>

## Education

<b>Bachelor of Science: Human Resource Management</b> New Cityland Community College Top 5% of class	<b>2017</b> <b>New Cityland, CA</b>
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