

Joshua P. Gauthier

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CAREER OBJECTIVE

To obtain a position in Human Resources in a progressive organization where I can utilize my proven customer relation and professional abilities, skills and education to benefit the organization.

PROFESSIONAL HIGHLIGHTS

- Successfully sourced and recruited professional candidates from Social Networking (LinkedIn)
- Directed new hire human resource paperwork and orientation
- Skilled at working with people with diverse backgrounds
- Effectively implemented and compiled employee and customer information logs
- Proven competence in working well under pressure with others in a team effort
- Managed and evaluated employee evaluations
- Actively involved in KHRMA-Kalamazoo Human Resources Management Association
- Proficient in all Microsoft computer applications, ABRA (employee database software)
- Achieved Top 20% Customer Service and Sales recognition for two consecutive quarters
- Achieved Top 3 Sales performance for Precor sales equipment through company goal

EDUCATION

MBA – Human Resources Management
Davenport University

Grand Rapids, MI
2009/2010 - Present

BBA- Business Management
Emphasis on Human Resources
Davenport University

Graduated - 2005

Related courses completed: Compensation and Benefits, Human Resource Management, Employment and Labor Law, Staffing Organizations, Negotiation and Dispute Resolution

PROFESSIONAL PROFILE

Human Resources Skills

- Strong skills in recruiting, screening and selecting great employees ranging from Entry-level to Executive level
- Strong skills in organizing workflow, ideas, materials, and people
- Competent and reliable professional, committed to top quality work
- Ability to recognize and respect people's diversity, individual differences and perspectives with great empathy
- Highly confidential when locating, gathering and organizing information relating to any company's assets
- Intermediate to advanced skills in HR computer software including Position Manager (ATS), ABRA (Employee database Mgmt.)

Interpersonal Skills

- Provides superior customer service to both external and internal customers
- Exceptional listener and communicator who effectively conveys information verbally and in writing
- Manages and resolves conflict while being respectful and open to thoughts and opinions
- Hard worker, quick learner, and ability to assume responsibility
- Easily relates with all levels of management, co-workers, and customers
- Resourceful team player who excels at building trusting relationships with customers and colleagues
- Extremely detail-oriented individual with a passion for excellence in written and verbal communication