

# Robert Smith

## HR Administrator

### PERSONAL STATEMENT

Worked in call center taking inbound/outbound calls Over fifteen years experience in retail sales, including: purchasing, inventory management, advertising, human resources, etc. Skilled in developing successful sales promotions. Experienced in training and managing sales staff. Superior customer service attributes and strong people management skills.

### WORK EXPERIENCE

#### HR Administrator

ABC Corporation - May 1992 - March 2006

##### Responsibilities:

- Manage employee recruiting, evaluation and training programs and procedures for company with 275 employees.
- Review internal and external candidate applications and coordinate interviews with appropriate department and section heads.
- Established new performance evaluation and tracking procedure, which has increased employee satisfaction with review process 45%.
- Established new accounts, and posted accounts receivable.
- Prepare daily store deposit ensuring no discrepancies before store open.
- Handled floor and cash register sales in all store departments.
- Assisted with ticket master sales and training.

#### HR Administrator

Martin Federal Credit Union - 1988 - 1992

##### Responsibilities:

- Responsible for the successful management of employee data from pre-hire to post-termination.
- Include supporting and planning the day to day operations of payroll and benefits, administration of the hiring process, records administration, interacting with accounting for HR invoice payments, intranet maintenance, maintaining vendor relationships for critical functions.
- Maintain website as needed, including posting open jobs.
- Assist employees with their benefits as needed and resolve payroll issues/questions as required.
- Prepare reports as needed and conduct audits as required.
- Interpret and apply policies objectively.
- Include award winning service to internal customers for payroll and benefits administration, successful systems conversions and upgrades including testing, planning and implementing for ADP and Paycor systems, training of company management and employees on payroll systems.

### Education

Diploma - (Cordero Baptist Academy - Corpus Christi, TX)

### CONTACT DETAILS

1737 Marshville Road,  
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(123)-456-7899  
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[www.qwikresume.com](http://www.qwikresume.com)

### SKILLS

Graphic Design, Grant Writing, Inventory Management, Recruitment, Branding, Marketing, Event Planning.

### LANGUAGES

English (Native)  
French (Professional)  
Spanish (Professional)

### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

### REFERENCES

Reference - 1 (Company Name)  
Reference - 2 (Company Name)