

Robert Smith

Human Resources Specialist

Phone (123) 456 78 99

Email: info@qwikresume.com

Website : www.qwikresume.com

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 173 7 Marshville Road, Alabama

SUMMARY

A performance-driven Human Resources Specialist with experience in human resources, recruiting, marketing, customer service, and sales. Proven ability in problem resolution, as well as developing and leveraging relationships with key stakeholders. Demonstrated experience in supporting and implementing strategies that align with a company's core values. To obtain a position where extensive administrative/managerial experience and formal education, as well as interpersonal and organizational abilities, will be utilized in a challenging, growth-oriented environment.

SKILLS

HRIS - Oracle, PeopleSoft, Taleo, ADP, Zenefits, ICIMS, Workable, TalentReef, Silkroad/RedCarpet, And Kronos.

WORK EXPERIENCE

Human Resources Specialist

ABC Corporation - January 2016 - May 2018

- Served as the primary contact for managing requests for requisitions and applicant status updates.
- Supported managers in the recruitment process by assisting in all aspects of the employee life cycle to include screening, job offers, onboarding of new hires, pay changes and status changes.
- Handled escalated benefit issues that require in-depth knowledge and instruction.
- Conducted all company pre-employment processes including background checks, reference checks, and drug testing.
- Coordinated company drug testing program (i.e., monthly random and post-accident) coordinated the rehiring/transfer process in accordance with company policy and ensure proper documentation is provided.
- Served as an associate resource by providing answers for day to day employee inquiries such as policies related to leaves and vacations.
- Professionally and accurately responded to written and oral inquiries from associates and managers.

Human Resources Specialist

ABC Corporation - June 2015 - November 2015

- Supported local recruiting and outreach efforts in coordination with the centralized recruiting team to meet or exceed monthly and annual recruiting targets in the most efficient and effective manner possible.
- Ensured a positive candidate and hiring manager experience.
- Assisted in the administration and/or tracking of employee development training.
- Engaged employees and resolves issues expediently, with professionalism and tact.
- Escalated concerns as appropriate. Acted as a conduit to provide facility management, Regional HR and Corporate HR insight into employee concerns.
- Performed employee onboarding to include data entry into the HR Information system and new employee orientation.
- This is Dummy Description data, Replace with job description relevant to your current role.