

CHAD MATTHEWS

Entry Level Human Resources

DETAILS

ADDRESS

340 Gerard Blvd
New York, NY 10025
United States

PHONE

(917) 646-1212

EMAIL

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SKILLS

Interpersonal Communication Skills



Office Technology Systems



Project Management



PROFILE

Motivated Human Resources Professional with a drive for serving as a dedicated support specialist and energetic team member. Adept in assisting with the recruitment of employees, as well as the management of existing employees. Experienced in managing employee and community outreach programs, and dedicated to working towards the mission of a company.

EMPLOYMENT HISTORY

Entry Level Human Resources Professional, Dakota Relations

New York

Oct 2016 — Sep 2019

- Led the recruitment process with organization and passion.
- Informed employees on benefits, and managed safety and wellness programs.
- Brainstormed and initiated programs that impacted the company in positive ways.
- Handled employee complaints, concerns, and personal matters with confidentiality and professionalism.
- Aimed to create a motivational company culture where employees remained happy and satisfied.

HR Receptionist, Dakota Relations

New York

May 2014 — Sep 2016

- Worked as a receptionist in the HR Department.
- Handled incoming calls regarding job openings, as well as general inquiries.
- Assisted with the resume review process and made calls to prospective candidates.
- Handled a variety of general clerical and administrative work.

EDUCATION
