

John Edward

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Objective

Want a position as a Human Resource Administrator in an organization where I will be able to utilize all my skills and abilities efficiently and earn more experience in this field.

Summary of Qualifications

- Carry an experience of more than 6 years in this department
- Well performed all assigned duties
- Completed all assigned tasks before deadlines and was always apprised
- Able to deal with the employees in a professional and courteous manner
- Served as a liaison between the senior management and all visitors and employees
- Assisted HR Executives and provided long list of clerical services
- Maintained records of daily activities both manually and using computer also
- Always demanded for more responsibilities
- Took part in all managerial HR activities including appraisals, hiring and firings
- Arranged interviews to fill in the announced vacancies and oriented new employees with organization's policies

Relevant Experience

Assistant HR Manager

- Performed all assigned duties and fully assisted HR Manager in performing his duties
- Analyzed human resource program design to anticipate and minimize problem areas
- Handled labor relations, contract negotiation and administration, plant liability insurance coverage
- Oversaw contract negotiations with the bargaining unit
- Served as liaison between store and corporate headquarters, advising on all human resource issues
- Effectively resolved all employee relations' issues and addressed concerns
- Directed employee benefit including compensation, insurance, and retirement planning
- Organized, tracked, and conducted 90 day, six-month, and annual reviews for all new employees
- Experienced in various computer programs and the Internet
- Documented all employees' training
- Experienced minimal opposition from the union due to fair administration of benefits
- Assisted with reference checks and processed resumes

HR Assistant Reasons

- Encouraged networking among placed executives by sponsoring annual gatherings.
- Assist with union contract interpretation and negotiations; function as first point-of-contact with union employees.
- Conducted detailed analyses of employee data, assessing and identifying training and skills deficiencies.
- Established criteria for promotions and raises
- Experienced in influencing the attitudes and ideas of others
- Experienced in conducting adverse impact and EEO studies
- Designed an orientation program for new employees
- Compiled and completed all unemployment paperwork
- Initiated a recruiting program
- Managed safety equipment inspections
- Managed comprehensive benefits program