



## Eli Simmons

HUMAN RESOURCES  
PROFESSIONAL

### Details

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### Skills

Excellent Communication Skills

HR Policies and Regulations

Advanced Software System  
Knowledge

Event Planning

Employment Laws

Mediation Skills

### Profile

Experienced and self-motivated Human Resources Professional with two years of industry experience administering policies and procedures in the Human Resources Department of a fast-moving technology company. Adept in implementing programs and changes that enhance company position and lead to success. Knowledgeable about employment law and effective organizational planning. Proven track record of successfully managing Human Resources efforts and serving as a crucial pillar of support for HR teams and employees.

### Employment History

#### Human Resources Professional, Millbank & Cone, Stamford, CT

NOVEMBER 2015 – SEPTEMBER 2019

- Assisted in creating documentation for all new hires and continued to build files in accordance with HR protocol.
- Created a compliance log intended for management use each month.
- Assisted in maintaining all hard copy files for the HR department.
- Developed and implemented company policies and codes that supported long-term and short-term goals.
- Assisted in updating all benefits information, while extending important knowledge pertaining to benefits to employees.

#### Human Resources Assistant, Millbank and Cone, Danbury, CT

DECEMBER 2014 – OCTOBER 2015

- Worked as a reliable and dedicated team member in the HR department, dedicated to fostering the company mission.
- Assisted with recruitment, interviews, and hiring.
- Distributed employee handbooks and answered questions and concerns.
- Reported important events and incidents to senior HR members.
- Handled paperwork regarding maternity leave and bereavement.

#### Human Resources Assistant, Jones New York, New York

JULY 2012 – NOVEMBER 2014

- Assisted senior HR members with various tasks on a daily basis.
- Provided new employees with information and training.
- Organized seminars for employees involving motivation techniques and healthy lifestyle choices.
- Recorded and reported employee issues and brought them to senior HR members when necessary.
- Organized and maintained employee records.

### Education

#### Associate of Business Administration, Norfolk College, New Haven, CT

AUGUST 2013 – MAY 2017

- Graduated *magna cum laude*.
- Senior Writer at The Lion Publication.

### References

References available upon request