

# ALICE SIMPSON

## HR COORDINATOR

A / S

### Contact Info

- 90 Myers Drive,  
New York, NY
- 012-345-6789
- simpson@email.com

### Skills

- MS Office
- Adaptable
- Communication Skills
- Reliable and Resilient
- Organised
- Team Leader

### Languages

- English
- Spanish
- German

### Interest



### Objective

- I am a Human Resources Postgraduate at University of South Carolina who is looking for a position within the finance industry that will enable me to achieve skills that will enable me to earn the position of an HR Coordinator.

### Education

- Masters of Arts**  
August 2014 - August 2016  
University of South Carolina, Columbia
- Bachelor of Arts**  
July 2010 - July 2014  
University of South Carolina, Columbia
- High School**  
April 2006 - April 2010  
Columbia High School, Carolina, Columbia

### Experience

- HR Coordinator, Celtic Industries**  
August 2017 - Present  
Worked with Managers to develop and execute recruitment plans, ensure proper job postings, applications, interview process and proper maintenance of record. Compensation analysis and managed background check process.
- HR Coordinator, Jhonson Products, Inc**  
August 2016 - August 2017  
Managed background check process. Oversaw employee hotline and addressed employee concerns as necessary. Supported online employee portal for employees, as well as applicants. Assisted with various HR functions, including adverse action reports, drug testing reports, and COBRA.