

Human Resources Administration Resume Sample

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Objective

Offering experiences and abilities in human resource department to fill job position as human resource administration in a growth company. Creative problem-solver. Detail-oriented. Excellent relationship developing. Highly motivated and strong organizational leadership.

Key Skills

- Excellent communication skill
- Good in managing client relationship
- Deep experience in conduct training and presentation
- Deep knowledge in quickbooks payroll processing
- Excellent in using Ms Office and data entry program

Work Experience

2009-2011

Human Resource Assistant
Chicago Bridge Company, Chicago

- Conducted employee selection as criteria which company has decided
- Handled presentation of company profile to clients or prospective employee
- Created employee packages as a preparation for orientation period
- Weekly, managed employee payroll throughout several terminals
- Took caring relationship between employees with supervisor
- Ensured the work environment is conducive to work
- Held job fair in such colleges and universities

2007-2009

Human Resource Assistant
Capital One Corp., Seattle

- Created advertisement format to publish job vacancy of company
- Scheduled meetings and agendas for other forums
- Pre-screened qualified candidates of employee based on criteria where they are applied
- Scheduled interview or writing tests
- Conducted travel in job fair needs
- Developed materials to improve job capability of managers and employees
- Recorded recruitments files