

SALLY MOSLEY

123 Main Ave, Irvine, CA 92602 | (415) 555-5555 | example@example.com

PROFESSIONAL SUMMARY

Responsible HR Administrative Assistant with strong knowledge of office administration and common human resources operations. Known for having a deep understanding of customer service, data entry and file management. Highly skilled in organization, time management and confidentiality.

SKILLS

- Knowledge of HR policies
- Office management
- Attendance record management
- Problem solving
- Accurate and detailed
- Computer literacy

WORK HISTORY

JANUARY 2017-CURRENT

Human Resources Administrative Assistant | LINQM | Irvine, CA

- Recruit and screen qualified potential employees.
- Assist with meetings and presentations within company.
- Create company's first employee manual including training and development.
- Obtain signatures for financial documents and internal and external invoices.
- Manage daily office operations, including client account, supply, inventory and records management.

JULY 2014-DECEMBER 2016

Human Resources Administrative Assistant | ASAP Aerospace | Irvine, CA

- Performed various administrative functions, including filing paperwork, delivering mail, sorting mail, office cleaning and bookkeeping.
- Delivered friendly assistance with new hires throughout the interviewing and hiring process.
- Maintained and scheduled complex calendars.
- Prepared monthly, weekly and daily logs using Microsoft Excel and Office.

EDUCATION

2014

*Associate of Science: Business Administration
Irvine Valley College, Irvine, CA*