

Jane Doe  
202 Oak Ridge Lane  
Indianapolis, Indiana 47804  
(888) 555-1234

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### **HR Comp Benefits Assistant**

A human resources assistant with experience in administering a variety of compensation/benefits programs, while performing various other duties in the Human Resources Department.

### **Summary of Qualifications**

- More than three years experience
- Thorough at maintaining the principles and procedures of public human resources administration
- I have my training completed in many software applications
- Hands on experienced increasing my abilities on a daily basis of learning new software easily
- Implement human resources policies, programs and services, including recruitment, selection, retention, training, performance management, compensation & benefits, employee relations, employment practices and procedures
- Honors ability to maintain confidentiality of work records
- My greatest asset is I am confident in my abilities to perform any hr/benefits assistant position you may have, after proper training, I will blend right in to the workforce

### **Professional Experience**

**Ameritech Corporation, Indianapolis, IN**

2007 - Present

#### **Human Resources/Benefits Assistant**

- Establish and maintain computer records, including recruitment files and new, general files and other information on sick leave, payroll, vacation pay, attendance cards, and hourly time records; maintain confidential employee information and records
- Perform office services such as filing of documents, duplication, stocking of supplies
- Maintain an accurate employee telephone list and other necessary databases
- Assist employees with routine personnel related questions as the first point of contact for employee related issues
- Assist with the testing of applicants, register applicants, pass out materials, score tests
- Enter personnel changes into payroll computer system
- Work closely with Human Resources Analyst in recruitment process
- Participate in regular management meetings to assess and diagnose critical HR issues, including working extensively with hiring managers to gain understanding of position requirements

**CBS Corporation, Indianapolis, IN**

2004 - 2007

#### **General HR Assistant**

- Greeted visitors, ascertaining the nature of their business, and referring them to appropriate staff members
- Answered incoming calls on multi-line phone and responded to public inquiries in a courteous manner within my scope of knowledge and authority and referred to the correct departments
- Received and distributed incoming and outgoing mail, faxes and courier packages
- Responsible an effective reception service, and for administrative support to other staff
- Set-up and maintained files, records and databases such as master extension, cell phone and office inventory list