

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

HR General

A talented Human Resources Assistant with years of experience in performing a variety of clerical, payroll and recruitment duties in the Human Resources Department.

Summary of Qualifications

- More than eight years experience.
- Thorough practice of basic principles and procedures of public human resources administration.
- Experienced training completed in many software applications.
- Hands on experience increasing my abilities on a daily basis of learning new software easily.
- Excellent communication and human relations skills.
- Honest ability to maintain confidentiality of work records.
- My greatest asset is I am confident in my abilities to perform any hr assistant position you may have, after proper training, I will blend right in to the workforce.

Professional Experience

Sony Corporation, Indianapolis, IN

2003 - Present

Human Resources Assistant

- Establish and maintain computer records, including recruitment files and tests, 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.
- Prepare recruitment and selection materials as well as application packets and new employee orientation packets.
- Assist with the testing of applicants; register applicants; pass out materials; score tests.
- Review, verify and process payroll documents.
- Enter personnel changes into payroll computer system.
- Prepare payroll and overtime reports for Board Meetings.
- Work closely with Human Resources Analyst in recruitment process.
- Typed memos, surveys, payment vouchers, position codes, and other materials.