

## ◆◆◆ Amelia Quinton ◆◆◆

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### Human Resources Trainer | Generalist | Specialist

**Confident, Resourceful Human Resources professional**, with academic background in human resources management and hands-on experience hiring, training, and developing employees.

#### Acknowledged strengths include:

- |                     |                                |                        |
|---------------------|--------------------------------|------------------------|
| ◆ Labor Policies    | ◆ Staff Training & Development | ◆ Policy Formulation   |
| ◆ Discipline Issues | ◆ On-the-job Training          | ◆ Employee Selection   |
| ◆ OSHA Standards    | ◆ Equal Employment Opportunity | ◆ Employee Orientation |
| ◆ Interviewing      | ◆ Employee Records Systems     | ◆ Staff Supervision    |
| ◆ Job Analysis      | ◆ Health Insurance Packages    | ◆ Labor Laws           |

#### Selected Contributions & Results

- ◆ Evaluated, redesigned, and implemented a new carding policy, resulting in 100% compliance with underage drinking laws while continuing to retain customer base. ~ Inspirations Ballroom
- ◆ Trained all bartenders, who ranged from zero experience to highly trained service staff, in company policy, resulting in uniform work standards, increased revenue, and increased customer satisfaction. ~ Inspirations Ballroom
- ◆ Improved confidentiality levels to meet state and federal compliance requirements, such as creating a locked medication management system and policy as well as locking client records to inhibit accessibility and maintain confidentiality. ~ South Western Health Care
- ◆ Selected as the Lead Residential Coordinator shortly after hire and charged with leading staff meetings, reviewing employee compliance with company policy, and assuring client confidentiality. ~ TLCS
- ◆ Built new Microsoft Access database to effectively create a client relationship management system, track referrals, and initiate both a follow-up system and a resource database to use to source clients for employers. ~ Design Resumes

#### Education | Professional Development

ROLLING HILLS COLLEGE, Eau Claire, WI

**Associate Degree in Applied Science**

**Business Management with Human Resources**, March 2012

GPA: 3.87 | Member, Business Advisory Board

#### Human Resources Course Highlights

Training & Development | Business Ethics | Compensation & Benefits Management  
Career Development | Employment Law | Business Law  
Risk Management & Insurance | Principles of Management

APPLE VALLEY TECHNICAL COLLEGE, Minneapolis, MN

**State of Wisconsin Certifications: Food Management | Responsible Server**