

John Doe

5+ YRS EXP.

Entry Level HR

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Manchester, AU

Entrylevel_HR@example.com

Motivated Human Resources Professional with a drive for serving as a dedicated support specialist and energetic team member. Adept in assisting with the recruitment of employees, as well as the management of existing employees. Experienced in managing employee and community outreach programs, and dedicated to working towards the mission of a company.

key skills



Interpersonal skills



Communication Skills



Office Technology Systems



Project management



Creating A High Performance Culture



Analytical Skills

professional experience

Entry Level Human Resources Professional

Jun 2016 - May 2019

Dakota Relations | New York City, US

- Lead the recruitment process with organization and passion.
- Informed employees on benefits, and managed safety and wellness programs.
- Brainstormed and initiated programs that impacted the company in positive ways.
- Handled employee complaints, concerns, and personal matters with confidentiality and professionalism.
- Aimed to create a motivational company culture where employees remained happy and satisfied.

Entry Level Human Resources Professional

Mar 2013 - Jan 2016

Dakota Relations | New York Mills, US

- Lead the recruitment process with organization and passion.
- Informed employees on benefits, and managed safety and wellness programs.
- Brainstormed and initiated programs that impacted the company in positive ways.
- Handled employee complaints, concerns, and personal matters with confidentiality and professionalism.