

◆◆◆ Amelia Quinton ◆◆◆

9835 Water Street | Lake Zurich, IL 60047 | (912) 555-3149 | AQuinton@live.com

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