
JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105 ♦ (555) 432-1000 ♦ resumesample@example.com

SUMMARY

HR Recruiter who communicates and collaborates effectively with all levels of personnel by relying on excellent interpersonal skills, outstanding customer service and a solid expertise in human resources management.

HIGHLIGHTS

- National Human Resources Association
- Interviewing
- Motivated
- Fluent in English, Arabic language
- Professionals in Human Resources Association
- Excellent interpersonal and coaching skills
- Recruiting and selection techniques

ACCOMPLISHMENTS

Devised a successful recruiting plan for new call centers, which resulted in 15 new employees in 12 months.

Interviewed over 35 people and successfully staffed 5 new store locations.

Human Resources. Reduced employee turnover by 10%.

Supervised 3 HR interns and provided assistance in resume building, training and career path development.

EXPERIENCE

Human Resources, 2008 - 01/2010

Towne Properties Associates – Dayton, OH

Recruited and interviewed 3 applicants per an hour.

Increased the employee base by 20% to meet changing staffing needs.

Advised managers on organizational policy matters and recommend needed changes.

Designed the employee performance evaluation process and merit program.

Created and implemented the exit and interview program process.

Worked with HR advisors and HR representatives on establishing consistent hiring practices.

Business Development, 04/2006 - 11/2007

Quincy Recycle – Indianapolis, IN

Generated new accounts by implementing effective networking and content marketing strategies.

Delivered performance updates, quarterly business reviews and planning meetings.

Developed and integrated market plans to efficiently position the company brand within targeted markets.

EDUCATION

Bachelor: Human Resources, 2014

University of Colorado of Denver - Denver, CO

Expected to graduate fall 2014

Diploma: English language learning, 2010

spring international language center - Denver, CO