ALICE SIMPSON

HR COORDINATOR

A

S

Contact Info

Objective

Skills

Education

Experience

Languages

Interest

90 Myers Drive,New York, NY

012-345-6789

simpson@email.com

I am a Human Resources Postgraduate at University of South Carolina who is looking for a position within the ﬁnance industry that will enable me to achieve skills that will enable me to earn the position of an HR Coordinator.

MS Ofﬁce Proﬁcient

Adaptable

Communication Skills

Reliable and Resilient

Organized

Team Leader/Player

Masters of Arts

Bachelor of Arts

High School

August 2014 - August 2016

University of South Carolina, Columbia

July 2010 - July 2014

University of South Carolina Columbia

April 2006 - April 2010

Columbia High School, Carolina Columbia

English

Spanish

German

HR Coordinator,

Celtic Industries

August 2016 - August 2017

Worked with Managers to develop and execute recruitment plans, ensure proper job postings, applications, interview process and proper maintenance of record. Compensation analysis and managed background check process.

HR Coordinator,

Jhonson Products, Inc

August 2016 - August 2017

Managed background check process. Oversaw employee hotline and addressed employee concerns as necessary. Supported online employee portal for employees, as well as applicants.Assisted with various HR functions, including adverse applicant reports, drug testing reports, and COBRA