Oracle

Adobe Creative Cloud

MS Word

UNISON CHILDRENS HOSPITAL Boston, MA789-495-9504

MEADOW INDUSTRIES Chicago, IL706-495-9504

BS Psychology

University of Chicago

BS Psychology

University of Chicago

**Human Resources Intern 2018 - 2020**

**HR OJT September 2020 – Present**

**BACHELOR DEGREE**

**MASTERAL DEGREE**

**2019**

**2020**

**2018- 2014**

**2020 - 2018**

Critical Thinker

Good Leadership Skills

Ability to Quickly Create andApply Ideas and Solutions

Great at Problem Solving

Attentive Listening and EffectiveOral Communication Skills

• Proficient with Oracle PeopleSoft, ADP Workforce Now, and other HRMS programs• Strong organization and communication skills• Experience with onboarding, training, and outprocessing• Knowledge of benefits packages and retirement options• Expert in Intuit Quickbooks, Kronos Workforce Timekeeper, and payroll management• Self-motivated with outstanding time management• Innovative and effective HR management techniques• Understanding of labor regulations and legal codes

jeanpaule@mail.com

123.4567.8910

44 Shirley Ave. West Chicago, IL 60185

Date of Birth: January 1, 1999Age: 19Gender: FemaleBirth Place: Chicago, Illinois

Dedicated professional with hands-on personnel management experience and business related academic knowledge that blends seamlessly into a position such as Human Resources Officer. Adept at addressing sensitive issues and maintaining the strictest of confidentiality. Particularly organized and efficient with a flair for prioritizing.

INTERESTS

EXPERTISE

EXPERIENCE

SKILLS

ACADEMIC BACKGROUND

PROFICIENT SKILLS

CONTACT

CAREER OBJECTIVE

ABOUT ME

**Human Resource**

JEAN PAULE