



CAN DEMİR

HUMAN RESOURCES ASSISTANT

PROFESSIONAL SUMMARY

A dynamic professional embarking on a career in Human Resources, driven by a vision to create equitable and supportive workplaces. I've solidified theoretical knowledge gained from my Labor Economics and Industrial Relations studies with practical internship experience. As a detail-oriented, fast learner with strong communication skills, I aim to effectively support HR operations and contribute to a positive employee experience.

CONTACT

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WORK EXPERIENCE

Human Resources Intern | Global Technology Inc., Istanbul

March 2024 - June 2024

- Assisted with recruitment processes, including resume screening and candidate communication.
- Performed data entry and filing tasks for daily Human Resources department operations.
- Supported new employees during orientation processes.
- Undertook data collection and organization tasks for preparing Human Resources reports.

EDUCATION

Istanbul University, September 2021 - Present (4th Year)

Labor Economics and Industrial Relations

CERTIFICATIONS AND COURSES

- Introduction to Human Resources Processes (Online Learning Platform)
- MS Excel Basic Level (In-house Training)

LANGUAGES

- Turkish (Native)
- English (Intermediate)

SKILLS

- MS Office (Excel, Word, PowerPoint)
- Data Entry & Management
- Filing & Archiving
- Communication Skills
- Detail-Oriented
- Teamwork
- Eagerness to Learn