

Objective

Seeking a position within professional environment providing opportunity for growth and career advancement.

Skills

Microsoft Office.

Work Experience

Hiring Manager/Consultant

ABC Corporation - May 2016 – November 2016

- Communicated and responded to staffing needs and requests from any staffers.
- Hired qualified personnel for any vacant or requested positions.
- Requested documents and oversaw employee requests.
- Scheduled and oversaw applicant hiring Orientation.
- Conducted job fairs for potential candidates as needed.
- Demonstrated physical skills orientation and CPR skills assessments.
- Impressed with the company and everything they do for their employees.

Hiring Manager

ABC Corporation - 2015 – 2016

- Studio Manager Studio Upkeep, Customer Service, I dealt one on one with every customer.
- Took their portraits, enhanced and sold packages.
- Dealt with customer issues, not receiving their portraits, or things not correct with their orders.
- Took the studio from debt to starting to increase their intake financially.
- Was the manager over 3 employees.
- One full time, 2 seasonal..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Certificate Medical Assisting in Medical Assisting - January 2010(Everest - Jonesboro, GA)