

# Robert Smith

## Hiring Manager/Executive

### PERSONAL STATEMENT

Resourceful and accomplished Office Manager with extensive office operations and personnel organization expertise.

### WORK EXPERIENCE

#### *Hiring Manager/Executive*

**ABC Corporation - June 2015 - April 2016**

##### *Responsibilities:*

- Explained human resources policies and procedures to all employees.
- Conducted telephone and onsite interviews for all candidates.
- Worked closely with HR business partners to facilitate year-end talent reviews and articulate team strengths.
- Created job descriptions to attract a targeted talent pool within the market wage range.
- Assessed employee performance and issued disciplinary notices.
- Assisted customer service with inbound and outbound calls regarding all HR inquiries.
- Resolved personal issues regarding human resources matters needing clarification, submissions and corrections.

#### *Hiring Manager*

**ABC Corporation - 2011 - 2015**

##### *Responsibilities:*

- 43209 Dear Hiring Manager Please accept my letter for the position of a Dietary Aide at Wexner Heritage Village.
- Believe I have the necessary qualities to make a significant contribution to your organization because I am a cheerful, courteous and respectful young lady who enjoys meeting new people and helping others.
- Understand the importance of cooperating with other individuals and am willing todosoasa Dietary Aide in order to accomplish the goals set by the organization.
- In addition to my positive personal attributes, I also have good written and verbal communication as well as excellent time management skills.
- Hope to meet with you to discuss how I can contribute to your team, learn more about this job opportunity and your organization.
- Look forward to hearing from you to schedule an interview at your earliest convenience and can be reached at [] Thank you for your consideration, Justice Wilks.
- This is Dummy Description data, Replace with job description relevant to your current role.

### Education

BACHELOR OF SCIENCE in Human Resources - (KAPLAN UNIVERSITY)

### CONTACT DETAILS

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### SKILLS

Sales, Customer Service,  
Retail Sales, Leadership  
Development,  
Management, Recruiting.

### LANGUAGES

English (Native)  
French (Professional)  
Spanish (Professional)

### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

### REFERENCES

Reference - 1 (Company Name)  
Reference - 2 (Company Name)