

Jane Gardner

Contact: (716) 555-0100

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Software Skills: Proficient in various project management software, data analytics tools

Other Skills: Fast typist (96 wpm), excellent time management, public speaking, conflict management

#### Education

Bachelor of Arts in Human Resources Management: Jasper University, Ft. Lauderdale, FL, May 20xx - GPA 3.8, Member of University's Honor Society

#### Work Experience

Wholeness Healthcare - Human Resources Intern (June 20xx - August 20xx)

- > Assisted in recruitment outreach
- > Organized seminars
- > Administrative tasks

Lamna Healthcare Company - Human Resources Generalist (20xx - Present)

- > Developed recruitment programs
- > Created responsive work environment
- > Revise and update company policies

Hobbies

Literature, Environmental conservation, Art, Yoga, Skiing, and Travel