Jane Gardner  
Contact: (716) 555-0100  
Email: janna@example.com  
  
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