

Human Resources Internship Human Resources Internship HR Moundville, AL Diversified skills set covering confidentiality, administrative support, collecting and reviewing personnel information, technical assistance, and customer service. Ability to adapt to change quickly, thrive in a fast-paced environment, detail-oriented, and communicates effectively with a diverse group of people at all levels. Authorized to work in the US for any employer Work Experience Human Resources Internship Center for Child and Family Services - Hampton, VA May 2016 to June 2016 Organized and filed employee files, payroll and budget reports Audited employee files for required and updated documents Entered employee data into Paychex Flex, HRIS Assisted with the tracking process of new hires and documentation to complete the hiring process Handled highly confidential information while providing support for the HR department Verified and recorded accounts receivable purchase order/ invoice information onto spreadsheet Human Resources Assistant Health Partners Home Care - Hampton, VA August 2014 to January 2015 Developed and maintained databases of clinical care nurses for training and performance evaluation purposes, recruitment tracking, staffing, policies, and procedures Reorganized the storage and maintenance of confidential and medical files eliminating HIPPA violations, breach of privacy and identity theft Updated 1000+ employee records ensuring HR practices are in legal and regulatory compliance, generating an overall passing score during audit Maintained current knowledge of Family Medical Leave Act (FMLA) and Americans with Disabilities Act (ADA) guidelines and laws Human Capital Manager Naval Computer Telecom Master Station - Norfolk, VA January 2011 to May 2014 Designed and implemented a new parent support group and family education program, including workshops and classes that improved workplace relations and family dynamics Increased employee retention by 35%, resulting in over \$200k in sign on bonuses while boosting morale and job satisfaction Supervised 30 departmental counselors in an effort to identify training programs for a staff of 300 to enhance professional development and workplace performance. Processed new employees via the career information management software systems (CIMS) and Naval Standard Integrated Personnel System (NSIPS), which is equivalent to HRIS. Generated reports, forms, certificates, review board and periodic counseling results, and other transactions related to pay and

promotion statuses. Human Capital Manager Naval Air Station, Patuxent - River, MD, US February 2008 to December 2010 Compiled monthly staff requirement forecasts to alert management of future shortcomings requiring immediate attention Facilitated indoctrination programs for new hires regarding organizational goals, policies, and expectations Managed 279 staff positions, achieving 95% manpower and optimizing operational readiness through increased performance and productivity IT Systems Administrator Amphibious Squadron Three - San Diego, CA May 2005 to February 2008 Obtained 100% network security by implementing PKI, IAVA compliance, security patches, and Communication Tasking Orders to meet Information Assurance objectives Improved the delivery of customer support services (troubleshooting, training, installation, and customer assistance) to keep the organization abreast with changing technology Performed hardware and software installations, PC configuration, and procurement of over 100 desktop computers and 4 servers from Windows 2000 to Windows 2003 environment Education Medical Reimbursement & Coding Bryant & Stratton College - Buffalo, NY January 2018 to January 2019 Bachelors in Business Administration Bryant & Stratton College - Buffalo, NY 2017 Associate of Applied Science in Applied Science Bryant & Stratton College - Hampton, VA 2016 Certificate United State Navy - Norfolk, VA 2012 Skills MS Office (10+ years), Customer Service (10+ years), Technical Support (10+ years), Employee Relations (10+ years), Oral and Written Communication (10+ years), Organizational Skills (10+ years), Patience (10+ years), Problem Solving (10+ years), Detail-Oriented (10+ years), Data Entry, Human Resources, Payroll Military Service Branch: Navy Service Country: United States Rank: E6 September 1994 to July 2014 HR Management IT Systems Administrator Assessments Human Resources Skills: Recruiting Familiar August 2019 Managing the candidate sourcing and selection process. Full results: https://share.indeedassessments.com/share_assignment/xiwtm3gnowj5ffwd Human Resources Skills: Compensation and Benefits Familiar August 2019 Measures a candidate's knowledge of compensation and benefits programs. Full results: https://share.indeedassessments.com/share_assignment/qxzk9p8kg87hhtm9 Verbal Communication Proficient August 2019 Speaking clearly, correctly, and concisely. Full results:

https://share.indeedassessments.com/share_assignment/cmr1ylqjdt7hw8sv Attention to Detail
Familiar August 2019 Identifying differences in materials, following instructions, and detecting details
among distracting information. Full results:

https://share.indeedassessments.com/share_assignment/3yyjx2phlf1unr9i Written Communication
Familiar August 2019 Best practices for writing, including grammar, style, clarity, and brevity Full
results: https://share.indeedassessments.com/share_assignment/c-pmrhleottrkqnh Organizational

Skills Proficient August 2019 Arranging and managing information or materials using a set of rules.

Full results: https://share.indeedassessments.com/share_assignment/n6zpluq3n5oyulkq Email
Highly Proficient August 2019 Measures a candidate s ability to effectively compose and organize
email messages. Full results:

https://share.indeedassessments.com/share_assignment/642icgrcgpngyosy Indeed Assessments
provides skills tests that are not indicative of a license or certification, or continued development in
any professional field.

Name: Christopher Atkins

Email: stephanie14@example.org

Phone: (769)371-2816