# MARSHA WILLIAMS

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## Human Resources

### Work History

### Education

###### Jan 2009Present

#### Recruiter/administrative Assistant

##### *COWORX(ONSITE AT CONTITECH)*

Dover, NH

* Recruiter/Administrative Assistant Sourced, recruited and recommended qualified candidates based upon client needs while working collaboratively in a fast-paced environment.
* Reviewed resumes and applications for pre-screening and identified candidates for interviewing.
* Scheduled and interviewed prospective hires to fill client roles. Performed general administrative tasks including answering phones, data entry and filing.

###### Dec 2001Jan 2009

#### Human Resources Assistant

##### *TYCO TELECOMMUNICATIONS*

Newington, NH

* Human Resources Assistant Collaborated with a team of HR professionals, providing administrative support including filing, and posting throughout the plant.
* Facilitated the implementation of a new badging system alongside the head of HR and two other human resources staff.
* Utilized solid communication and organizational skills to achieve expected results.
* Consistently maintained the highest level of confidentiality.
* Held additional roles as Student Consultant and Human Resources Specialist

###### 2012

#### M.Sc

##### *SOUTHERN NEW HAMPSHIRE UNIVERSITY*

###### 2010

#### B.Sc

##### *SOUTHERN NEW HAMPSHIRE UNIVERSITY*