

Rick Smith

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Entry-level Human Resources (HR) Professional with strong recent academic and work experience. Offer broad knowledge of key HR areas such as talent acquisition, employee training, and benefits enrollment, based on newly completed bachelor's degree in HR Management. Demonstrated success balancing and prioritizing tasks in a fast-paced, service-oriented work environment.

Education

**Bachelor of Science (BS) -
Human Resources Management**
University Of Florida Gainesville, FL
September 2017 ■ May 2021

Completed coursework on various HR and business topics, including:

- ◆ Human Resources Information System (HRIS) software
- Process Improvement
- Regulatory Compliance

Key Skills

- Data Entry
- Documentation
- Confidentiality

Professional Experience

Server

Red Lobster, Gainesville, FL I

May 2019 - August 2019 / May 2018 - August 2018

- Gained and honed strong skills in time management and organization
- « Maintained performance in fast-paced work environment
- Collaborated with other team members to provide attentive service to customers
- Provided managers with feedback and ideas that helped form the basis of a more streamlined work scheduling system