


Emma Brown

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Ponferrada, León

PROFESSIONAL SUMMARY

Human resources professional with over fifteen years of experience. Accustomed to addressing the changing needs of an office. Adept in various software applications and office equipment. I am looking to continue developing and the role of a receptionist is an excellent fit for my skills.

WORK EXPERIENCE

•Human Resources Manager

Norfolk Souther Corporation, Norfol, Virginia

09/2008 - 02/2023

- Led new talent acquisition and recruitment processes for new full-time hires.
- Administered company-wide compensation and benefit plans.
- Managed the firm's organizational structure, responsibilities, and staffing levels.

•Human Resources Generalist

The Port of Virginia, Norfolk, Virginia

07/2007 - 06/2008

- Handled recruitment processes.
- Administered company-wide compensation and benefit plans.

•Office Clerk

Apria Healthcare, Norfolk, Virginia

04/2006 - 06/2007

- Answered calls and scheduled appointments.
- Sorted incoming mail and handled outgoing mail.
- Processed bills and handled other confidential documents.
- Typed and edited memos and reports.

EDUCATION

•Associate of Arts, Tidewater Community College, Norfolk, Virginia

2005

•High School Diploma, Granby High School, Norfolk, Virginia

2001

LANGUAGES

English: native, **Spanish:** intermediate (B1), **French:** beginner (A2).

SKILLS

HR Software(Oracle)

MS Office(Word, Excel, PowerPoint)

Data entry

Typing (60 WPM)

People management

Recruitment