

# First Last

## Entry Level Human Resources (HR)

### WORK EXPERIENCE

#### Resume Worded, New York, NY

##### Entry Level Human Resources

01/2015 – Present

- Assisted in coordinating 20+ training and development programs, ensuring smooth logistics, and tracking employee participation, achieving a 50% positive response.
- Supported employee engagement initiatives and assisted in staff communication, increasing productivity by 80%.
- Participated in over 10+ employee relations initiatives and helped develop programs to recognize workers, boosting morale by 93%
- Helped recruit and onboard 200+ candidates by reviewing resumes, arranging interviews, and creating new hire paperwork.

#### Growthsi, San Francisco, CA

##### Human Resource Recruiter

06/2010 – 12/2014

- Implemented a new sourcing strategy, resulting in a 30% increase in 50+ qualified applicants in the candidate pipeline.
- Streamlined the interview process, reducing time-to-hire by 20% while maintaining the quality of 550+ candidates.

### VOLUNTEERING ACTIVITIES AND EXTRACURRICULARS

#### Resume Worded's Business Society, New York, NY

##### Head of Event

06/2009 – 04/2010

- Managed the planning, execution, and management of large conferences and trade shows, resulting in a 15% increase in attendance and a 20% increase in revenue.
- Supervised over 50+ successful events, resulting in a 30% increase in earnings.

### PROJECTS

#### Effect of Human Relations on Organizational Productivity 05/2009

- Conducted research on the correlation between productivity at both individual and organizational levels.
- Identified both the positive and negative impacts of human relationships on organizational productivity.

#### Impact of Performance Appraisal on Productivity 04/2009

- Evaluated how performance appraisals affect productivity in 1000+ blue chip companies.
- Implemented a performance appraisal system that positively impacted organizational productivity across 140+ SMEs.

### CONTACT

- Milwaukee, MA (Open to Remote)
- +1-234-456-789
- email@resumeworded.com
- linkedin.com/in/username
- github.com/resumeworded

### SKILLS

#### Hard Skills:

- HR Information Systems
- Performance Management
- Analytics
- HR Project Management
- Organizational Development

#### Techniques:

- Customer Service Orientation
- Confidentiality
- Conflict Management

#### Tools:

- 15Five
- Paychex
- Gusto
- Glint
- Power BI

- Don't forget to use [Resume Worded](#) to scan your resume before you send it off (it's free and proven to get you more jobs)

### EDUCATION

#### Resume Worded University

##### Associate of Public Relations

##### Human Resources

Boston, MA — 05/2010

Awards: Resume Worded Teaching Fellow (only 5 awarded to class), Dean's List 2012 (Top 10%)

### OTHER

- Certified Professional in Learning & Performance (CPLP)
- Associate Professional in Human Resources (APHR)
- SHRM Certified Professional (SHRM-CP)