

KAMARI ASARI-DOKUBO

Jr. Human Resources Generalist

✉ Kam_kubo@email.com

☎ (123) 456-7890

📍 Fremont, CA

🌐 [LinkedIn](#)

🐦 [Twitter](#)

🐙 [GitHub](#)

EDUCATION

Bachelor of Arts
Human Resources

University of California San Francisco

📅 2017 - 2021

📍 San Francisco, CA

Awards

- Dean's List

SKILLS

- Recruiting
- Legal Terms
- Contract Negotiations
- HR Software (including Zenefits, and BambooHR)
- Benefits Packages
- Public Speaking
- Interviews

CERTIFICATIONS

- Foundations of Human Resources Management Certificate

HOBBIES & INTERESTS

- Captain of the Soccer Social Club
- UCSF Debate Team

CAREER OBJECTIVE

Jr. Human Resources Generalist with 1+ years of experience at Bay Area Traffic Solutions, seeking opportunity to continue driving down staff turnover by hiring qualified, motivated employees for the company.

WORK EXPERIENCE

HR Generalist

Bay Area Traffic Solutions

📅 May 2021 - current

📍 Fremont, CA

- Handled new talent acquisition and recruitment processes for over 24 full-time hires
- Administered company-wide compensation and benefit plans for 130+ employees
- Collaborated with new employee onboarding and ensured completion of all pre-employment forms within 48 hours
- Gathered feedback after final interviews, improving the interview process by 17% according to evaluations
- Led forecasting for full-time and contractor recruitment needs for 2022 by coordinating with 3 executives

Human Resources Extern

Talent Works International

📅 March 2021 - May 2021

📍 San Francisco, CA

- Shadowed 4 HR managers, developing a robust understanding of HR software, including HR Acuity, Zenefits, Paycor, and BambooHR
- Collaborated with 6 externs to develop pre-employment forms under the guidance of a supervisor, receiving commendation as the top BGR Extern of 2021
- Established skills guiding internships and crafting valuable questions for job candidates after observing interview processes for 18+ candidates
- Participated in recruitment efforts, providing written materials for LinkedIn and Indeed that increased application rates from qualified candidates by 12%

HR Intern

Allbirds

📅 May 2019 - December 2020

📍 San Francisco, CA

- Coordinated with 6 interns, creating recruitment materials that led to the successful hiring of 12 new employees
- Observed benefits package development, assisting in creating cost-effective packages including medical, dental, and full parental leave for 300+ employees
- Scheduled interviews for candidates across 12 roles
- Identified gaps in interview funnel, and recommended proactive changes that improved average time-to-hire by 9%