

# CONFIDENTIAL PERSONNEL FILE

Kevin Michael O'Brien

## PERSONAL INFORMATION - RESTRICTED ACCESS

Full Name: Kevin Michael O'Brien

Date of Birth: May 18, 1987

Age: 37 years old

Social Security Number: 789-01-2345

Home Address: 567 Cedar Lane, Chicago, IL 60614

Phone Number: (312) 555-0134

Email Address: kevin.obrien@email.com

## EMPLOYMENT DETAILS - CONFIDENTIAL

Position: Marketing Specialist

Department: Marketing & Communications

Annual Salary: \$75,000

Direct Manager: Jennifer Walsh

Start Date: November 12, 2021

Employee Status: Active - Full Time

## FINANCIAL & BENEFITS - SENSITIVE

Primary Bank Account: US Bank \*\*\*\*-\*\*\*\*-\*\*\*\*-6789

Health Insurance: Aetna - Policy #AE234567890

401(k) Contribution: 4% with company match

Life Insurance: 1.5x annual salary coverage

## EMERGENCY CONTACT

Emergency Contact: Patrick O'Brien (brother) - (312) 555-0135

## ADDITIONAL NOTES

Certified in Google Ads and Facebook Marketing.

Manages social media campaigns for enterprise clients.

Background Check: Completed and approved

Drug Test: Passed - Date: November 12, 2021

Security Badge ID: EMP2345