

SAMUEL NASH

Human Resources Specialist

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🌐 LinkedIn

EDUCATION

Bachelor of Arts
Human Resources
Management

University of Pittsburgh

📅 September 2016 - April 2020

📍 Pittsburgh, PA

🎓 GPA: 3.7

Dean's List (5 of 8 semesters)

RELEVANT COURSES

Human Resources Management
Employee & Labor Relations
Organizational Behavior
Human Resources Planning &
Strategy

SKILLS

Microsoft Excel, Powerpoint
Greenhouse ATS
Recruiting coordination
Written and oral
communication
Detail-oriented

CAREER OBJECTIVE

Attentive to details, processes, and, most importantly, to people. Motivated to bring my project and internship experience to a growing company like the Grove, where compassion for others and knowledge of efficient HR services will be key to winning the day.

WORK EXPERIENCE

Human Resources Intern

Savvior

📅 April 2019 - September 2019

📍 Pittsburgh, PA

- Coordinated on-site interviews for 70+ candidates by assessing the availability of the hiring team and the candidates
- Answered employee inquiries surrounding coverage and benefits of health plans, eliminating 3 hours of extra work in the HR department each week
- Collected and organized employee information changes for over 25 employees to ensure data integrity
- Created and updated job ads on Indeed, LinkedIn, and Glassdoor to source 20+ new candidates
- Worked with human resources manager to create documentation and training materials for staff onboarding

Student Advocate

University of Pittsburgh Campus Support

📅 September 2018 - April 2020

📍 Pittsburgh, PA

- Worked 15 hours per week as a student advocate for the campus housing department
- Resolved students' questions about billing, logistics, and move-in for their campus housing
- Scheduled and coordinated events to help students learn more about their campus housing options

PROJECTS

Career Skills Club

Founder

📅 January 2017 - April 2020

- Founded the "Career Skills Club" on campus, which grew to over 100 members by the time I graduated
- Worked with hiring leaders in different organizations to learn what skills they were looking for in prospective employees
- Created and organized over 40 club meetings, all of which had high attendance
- Recruited dozens of new club members each year at the annual campus organizations fair