

Hired Resume Service

HUMAN RESOURCE GENERALIST

Competent professional offering over 7 years of successful combined experience in Human Resources and as an Administrative Assistant. Possess strong leadership skills with the ability to communicate across all levels of staff, management, and multi-cultural groups. Dedicated to diversity, ensuring best business practices, labor law compliance, and implementation of effective training platforms that improve performance, optimize company goals, and enhance employee and company relationships.

Knowledge | Skills | Abilities

- Supports Senior Management & Partners
- HR Policy & Administration
- Program Development & Staff Training
- Employee Labor Law & Mediation
- Staff Development & Trainings
- Job Description Development
- Resume Screening & Interviewing.
- Compensation & Benefits
- Ability to Lead & Inspire
- Judgment & Decision Making Skills

TECHNICAL SKILLS

Software: Microsoft Word, Excel, PowerPoint, Photoshop, Publisher

PROFESSIONAL EXPERIENCE

Staffing Coordinator / Administrative Assistant, Company Name, City, MN **Aug 2014-Current**

Provide a broad range of HR functions and supportive administrative services to key executives. Oversee and manage temporary personnel placed at client work sites. Collaborate with owner and clients in creating efficient operations, standardized processes, training platforms, data management and reporting.

- Provide administrative support including, managing calendars and schedules, drafting correspondence, collecting data, reporting, and resolving a variety of problems.
- Maintain client and employee files, organize electronic files, track drug screens, office inventory process, and manage workers compensation.
- Ensure compliance with I9's and the ISO screening process.
- Manage onsite work processes and agreements between Temporary Service and the client companies. continually improve processes and efficiency through presenting new data, ideas and solutions.
- Ensure that all training materials, policies, and procedures are accessible and readily available for staff.

Administrative Assistant, city, MN

May 2011-Aug 2014

Successfully provided administrative support within a busy office. Handled phone calls, provided customer and vendor information. Managed the team's calendars; planned client meetings, made travel arrangements, accurately prepared and maintained files and records in the company database, and handled day-to-day data entry and Word processing. Managed company's websites and direct mail program.

- Consistently received positive work performance reviews and recognized as a valuable employee.
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EDUCATION

Bachelor of Arts in Communications, Augsburg College
Emphasis in Human Relationships, Advertising and Public Relations