

EMPLOYMENT AND PLACEMENT SPECIALIST RESUME

Summary:

A dynamic and energetic individual specializing in human resource sourcing and staffing; has substantial experience in the effective review of employment applications and job order pooling; has strong background in recruitment and job placement activities; liaised with sourcing agents for possible applicants; maintains good and amicable ties with all departments to adequately provide manpower according to the needs and qualifications set by each department; collaborated with managers and higher management to understand work to be executed and align with the demands of company expansion and/or downsizing.

Professional Experience:

HR Officer October 2000 – Present
Central Washington University, WA

Responsibilities:

- Organized and coordinated trainings and orientation seminars to new hires.
- Implemented disciplinary procedures and company-wide personnel policies.
- Developed Human Resource-planning strategies with managers for contractual and long-term staff requirements.
- Analyzed training needs in conjunction with departmental managers.
- Worked closely with outsourced services and coordinated high-level personnel vacancies and requirements.

HR Coordinator August 1998 – August 2000
Central Methodist University, MO

Responsibilities:

- Coordinated with HR Team to ensure proper implementation of HR transactions and basic reporting services.
- Provided sufficient information and procedural guidance for potential and current employees.
- Utilized automated processes and advanced systems to deliver services effectively.
- Handled all documentation records pertaining to all personnel department transactions.
- Conducted seminars to company-wide information-dissemination drives.

HR Staff September 1994 – July 1998
Chamberlain College of Nursing, MO

Responsibilities:

- Organized and coordinated trainings and orientation seminars to new hires.
- Implemented disciplinary procedures and company-wide personnel policies.
- Developed Human Resource-planning strategies with managers for contractual and long-term staff requirements.
- Analyzed training needs in conjunction with departmental managers.
- Worked closely with outsourced services and coordinated high-level personnel vacancies and requirements.

HR Coordinator August 1998 – August 2000
Central Methodist University, MO

Education:

1992-1994 Masters Degree In Human Resources Management
University of Florida, FL
1988-1992 Bachelor's Degree in Human Resources
University of Florida, FL

Skills:

- Excellent written and oral communication
- Good presentation and negotiation skills
- Bookkeeping and documentation skills
- Good time-management skills
- Ability to work effectively with a group
- Can work with minimum supervision
- Knowledge in human resource fundamentals

Awards and Affiliations:

International Public Management Association for Human Resources, Member
Dean's Lister, University of Florida, 1994

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