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# EMPLOYMENT INTERVIEWER RESUME

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## Summary:

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A professional who has excellent English communication proficiency, both over the phone and in person; has strong selling skills and has a deep interest in liaising with people from various work backgrounds and professional levels; displays confidence in his capabilities and possesses professional acumen used mainly in assessment whether or not a candidate is a good fit for the company given limited contact with each applicant.

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## Professional Experience:

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HR Generalist June 2000 – Present  
Bio Red Laboratories, Berkeley, California

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## Responsibilities:

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Monitored and updated employment details and their compliance to regulatory concerns and reporting.  
Organized and conducted employee orientation and internal process workflow seminars for new hires.  
Conducted developmental and enhancement training for low-level employees to help them gain better understanding of the goals of the company and help them obtain a better chance for promotion.  
Created processes inclined toward policy development and documentation initiatives.  
Formulated and created interactive and bonding company activities that helped maintain employee relations.  
Initiated participation on company-wide committee activities and events.  
HR Recruiter July 1990 – May 2000  
Bearing Point, McLean, Virginia

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## Education:

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1986-1988 MBA in Human Resources Management  
Ohio State University, OH  
1982-1986 Bachelor of Science in Human Resources Ohio State University, OH

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## Skills:

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- Proficiency in MS Office Word, Excel and PowerPoint applications
- Basic know-how in operating office equipment ( fax machines, shredders, scanners, photocopiers and telephone systems)
- Above-average communication skills
- Good organizational and time management skills

## Awards and Affiliations:

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- Human Resources Planning Society, Member
- HR Executive Forum, Member

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