
HR Administration Resume

Job Objective

To secure a position as HR Administrator with dependable company in which to put my skills and training to good use.

Highlights of Qualifications:

- Remarkable experience in payroll and HRIS as well as practicality of assisting manager
 - Familiarity with State and Federal Wage and Hour Laws, Unemployment Insurance Regulation
 - Proficient with MS Office – Excel, Word, Outlook, PowerPoint.
 - Ability to maintain all employee files and records
 - Ability to communicate within varying levels of organization
 - Ability to maintain strict confidentiality and manage multiple projects
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Professional Experience:

HR Administration
Affiliated Computer Services, West Valley City, UT
March 2005 – Present

Responsibilities:

- Extended administrative support and processed personnel forms.
- Handled inquiries and aided new hire orientation.
- Managed applicant databases and gathered data for evaluation.
- Aided employees in completion of apt forms.
- Maintained database files and executed survey.

HR Administration
BNY Mellon, West Valley City, UT
December 2000 – February 2005

Responsibilities:

- Managed drafting of job descriptions.
 - Evaluated resumes submitted to open job order.
 - Carried out drug and background screenings.
 - Maintained human resource files and documents.
 - Acted as point of contact for employees' issues.
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Education:

Bachelor's Degree in Human Resource Management
Johns Hopkins University, Baltimore, MD

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