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# HR ADMINISTRATIVE ASSISTANT RESUME

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## Objective:

To obtain the position of HR Administrative Assistant in a company where I can excel and further enhance my ability to succeed in the workplace.

## Summary of Skills:

- Ability to maintain all employee records
- Ability to process paperwork for new hires, transfers, promotions and termination
- Ability to provides assistance to employees for HR and recruiting questions
- Ability to create and edit presentations for meetings and speaking engagements
- Ability to edit and proofread own work and that of others
- Proficient with HRIS system and Lawson

## Work Experience:

HR Administrative Assistant  
ZS Associates, Inc., Grand Rapids, MI  
August 2005 to till date

- Tracked and recorded all documentation in HR tracking system and reports.
- Updated and maintained New Hire Orientation packets.
- Planned and organized quarterly employee meetings.
- Coordinated organized quarterly Lunch and Learns as requested.
- Updated and maintained orientation packets.
- Maintained employee personnel files and departmental records.

HR Administrative Assistant  
Penn National Gaming, Grand Rapids, MI  
May 2000 to July 2005

- Tracked and collected all performance reviews, mid-points and goals.
- Coordinated exit interviews and termination procedures.
- Coordinated paperwork and appointments with HR Manager.
- Updated various spreadsheets for HR tracking purposes.
- Tracked and signed out employee temporary badges.

## Education:

Associate Degree in Human Resources  
Northeastern University, Boston, MA

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