
HR ASSISTANT RESUME

Objective:

To obtain the HR Assistant position that will expand and develop my skills.

Summary of Skills:

- Proficient with customer service, administrative assistant and HR Assistant
- Ability to utilize electronic file storage system
- Ability to print and review daily email and faxes of new applications
- Ability to conduct timely review of all applicant documents
- Wide knowledge of hire HR orientation process
- Proficient with office equipment changed toner in printer, copier and fax machine.

Work Experience:

HR Assistant

Value-Add Consulting, Inc., Las Vegas, NM

August 2005 to till date

- Provided support to HR Generalists by scheduling candidate interviews.
- Coordinated travel schedules.
- Organized and maintained file system.
- Provided clerical support for the Employment Office typing, filing, copying and scanning.
- Responded effectively to employee questions regarding policies and procedures.

HR Assistant

Graham Staffing Services, Las Vegas, NM

May 2000 to July 2005

- Followed up with the Regional HR Directors on those applicants with problem reports.
- Reviewed the daily new hire report and enters relevant data for a FACIS screen, and prints reports.
- Maintained pending file of incomplete applications.
- Notified Regional HR Directors of need for missing applicant information.
- Managed employee programs commuter incentive.

Education:

Associate Degree in Human Resources

St. Francis University, Loretto, PA

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