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## HR Clerk Resume

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### Job Objective

To obtain a HR Clerk position and utilize my experience and skills for the successful completion of each job task.

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### Work Experience:

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HR Clerk, May 2004 – Present  
Sunoco Logistics, Portland, OR

- Managed to compile, copy, sort and file records of office activities and business transactions.
- Operated general office machines; computed records and proofread data.
- Maintained and updated files, inventory, mail, and database systems.
- Coordinated to open, sort and route incoming mail and managed correspondence.
- Reviewed files, records and other documents to obtain information and responded to requests.

HR Clerk, March 2002– April 2004  
James Hardie, Portland, OR

- Reviewed resumes according to job requisitions.
  - Assisted the Senior Corporate Recruiter in forwarding resumes to hiring managers.
  - Assisted in training of entry level Office Assistant and ensured entry of personnel related data into HRIS system.
  - Assisted managers, supervisors and other employees by answering questions, obtaining information and handle situations that arise.
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### Summary of Qualifications:

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- Excellent administrative and customer service skills
  - Ability to work with moderate supervision
  - In-depth knowledge of PeopleSoft software
  - Proficient in Microsoft Office Suite (Excel, Microsoft Power Point, Microsoft access)
  - Ability to compile, copy, sort and file records
  - Typing speed of 50 W.P.M
  - Good oral and written communication skills
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### Education:

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Associate Degree in Human Resources, Community College of Rhode Island, Warwick, RI

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