
HR Management Trainee Resume

Job Objective

HR Management Trainee searching for a position that will allow me to continue growing in this field while becoming a trusted and valued member of team.

Highlights of Qualifications:

- Profound knowledge about human resource management policies
 - Excellent verbal and written communication skills
 - Strong administrative and organizational skills
 - Ability to act in a confidential and sensitive manner
 - Ability to work accurately, with good attention to detail
 - Ability to act in a confidential manner
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Professional Experience:

HR Management Trainee
Fogarty Knapp & Associates, Buffalo, NY
January 2009 – Present

- Assisted HR departments in recruitment process.
- Collaborated with consulting agencies and advertisers.
- Identified and selected potential candidates.
- Interviewed and presented job offers to candidates.
- Conducted initiation programmes on new employees.
- Prepared monthly payroll.

HR Management Trainee
Mmark Business Solutions, Buffalo, NY
March 2004 – December 2008

- Crafted new HR management projects.
 - Managed ongoing projects and analyzed business reports.
 - Prepared presentations.
 - Implemented inputs to increase project feasibility.
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Education:

Bachelor's Degree in Human Resource Management
Indiana State University, Terre Haute, IN

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