
HR Support Resume

Job Objective

Seeking a position as HR Support with an organization where I can utilize my skills and be an asset to the employer.

Summary of Qualifications:

- Profound knowledge of principles, methods and practices related to payroll activities
 - Sound knowledge of accounting procedures and practices
 - In-depth knowledgeable of employment laws and regulations
 - Exceptional ability to exercise great initiative independent judgment
 - Immense ability to maintain the confidential information
 - Ability to meet and work with specified objectives and timelines
 - Outstanding ability to manage several projects and tasks simultaneously
 - Strong ability to negotiate contribution agreement and contracts
 - Strong problem-solving and business acumen skills
 - Excellent written and oral communication skills
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Work Experience:

HR Support, August 2005 – Present
Spring, Inc., Wilmington, DE

- Provided relevant employee related data and analysis to Division and field leadership.
- Processed payroll and served as a resource regarding the utilization of the payroll system to area HR Managers and their assistants.
- Completed special projects based on business needs regarding human resources data and analysis.
- Provided field HR Managers and corporate staff with relevant HR statistical information and analysis.
- Assisted in coordinating employee recognition programs and organization of employee events.

HR Support, May 2000 – July 2005
Cloud Corporation, Wilmington, DE

- Aided in the coordination and facilitation of employee training.
 - Assisted hiring managers and supervised with recruitment related questions, processes and compliance.
 - Maintained an effective level of knowledge and understanding of the industry and business units' activities, culture and competition.
 - Coordinated and conducted in-person interview schedules for positions in the corporate office.
 - Assisted with creating marketing materials for the research and education departments.
 - Processed staffing requisitions, screened resumes, conducted telephone screening interviews and coordinated interviews between candidates and hiring managers.
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Education:

Bachelor's Degree in Human Resources Management, Saint John Vianney College Seminary, Florida, FL

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