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## HR Volunteer Resume

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### Job Objective

Experienced HR Volunteer seeking work within your esteemed organization.

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### Highlights of Qualifications:

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- Strong experience in volunteering HR activities
  - Sound knowledge of HR policies
  - Familiarity with non-profit employment standards
  - Proficient with HR organizational development activities
  - Ability to develop and improve HR programs
  - Ability to maintain information confidentiality
  - Ability to oversee HR functions
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### Professional Experience:

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#### HR Volunteer

International Rescue Committee, San Jose, CA

August 2007 – Present

- Provided support to daily recruitment activities.
- Researched job boards and resume database to search right skilled candidates.
- Posted job openings in websites.
- Contacted candidate and scheduled interviews.
- Monitored job contracts and agreements to be renewed.
- Conducted reference checks and provided the same information to recruiters.
- Coordinated with Managers to identify the position to be filled.
- Developed global recruiting presentations for International HR teams.

#### HR Volunteer

Phylcia Simone Barnes Foundation, San Jose, CA

May 2004 – July 2007

- Worked with Volunteer Coordinator to recruit and mentor HR volunteers.
  - Updated volunteer directory on monthly basis.
  - Maintained volunteer handbook and orientation packets.
  - Developed job descriptions for available positions.
  - Reviewed submitted job applications for minimum requirements.
  - Presented candidates for interview process.
  - Conducted background checks for selected candidates.
  - Coordinated with Director to define and revise HR policies.
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### Education:

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Bachelor's Degree in Human Resource Management

Carl Sandburg College, Galesburg, IL

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