
Human Resources Clerk Resume

Job Objective

To obtain a Human Resources Clerk position that fully utilizes my experience and abilities.

Work Experience:

Human Resources Clerk, May 2004 – Present
Tyson Foods, Edwardsville, IL

- Complied with federal, state, and local legal requirements by following policies and procedures.
- Managed to gather and sort employable data documents according to requirements.
- Processed unemployment responses and administered employment verifications.
- Ensured receipt of completed new hire paperwork and responded to queries.
- Maintained employee confidence and protected operations by keeping personnel data confidential.
- Contributed to team effort by accomplishing related results as needed.

Human Resources Clerk, March 2002– April 2004
Hilton Hotels Corporation, Edwardsville, IL

- Managed to answer phone, pre-screen applicants for matching positions and performed other HR-related duties as directed.
 - Distributed mail related to workers compensation claims.
 - Maintained OSHA Logs and employees medical files.
 - Managed appointments for outside medical visits and medical records.
 - Ensured that invoices are correct and ready for adjuster to process.
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Summary of Qualifications:

- Ability to administer employment responses
 - Profound oral and written communication
 - Good interpersonal skills including tact, courtesy and diplomacy
 - Typing speed of 50 W.P.M
 - Ability to talk to others to convey information effectively
 - Ability to perform duties such as filing, typing, faxing, and answering phone
 - Ability to handle multiple tasks
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Education:

Associate Degree in Human Resources, Houston Community College, Houston, TX

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