
Human Resources Consultant Resume

Job Objective

To obtain a Human Resources Consultant position in a company that will allow me to grow with the company.

Areas of Excellence:

- Remarkable experience in HR Project Management, Career Pathing, and Succession Planning
 - Familiarity with employment, EEOC guidelines, labor and pertinent laws
 - Proficient with HRIS systems and MS Office
 - Good understanding of basic accounting rules and practices
 - Ability to manage under pressure
 - Ability to interact effectively with all levels of management
 - Ability to work at strategic and tactical levels
 - Superior decision-making skills
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Professional Experience:

Human Resources Consultant
Quartz, Gilbert, AZ, August 2005 – Present

- Aided administering Human Resources policies.
- Managed on boarding of new employees.
- Carried out benefit orientation and aided as resource to management.
- Formulated forms in compliance with federal and state guidelines.
- Handled recruiting activities as required.

Human Resources Consultant
Minerva, Inc., Gilbert, AZ, May 2000 – July 2005

- Coordinated with employee and management.
 - Maintained documentation and relationships.
 - Carried out research for external salary data.
 - Aided research, creation and maintenance of company job descriptions.
 - Assisted Sr. Human Resources Consultant.
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Education:

Bachelor's Degree in HR Management
Northern Kentucky University, Kentucky, KY

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