
Human Resources Representative Resume

Job Objective

To use my extensive training to acquire a position as Human Resources Representative with reputable company.

Highlights of Qualifications:

- Extensive experience working in a human resources field
 - Exceptional knowledge in documenting employee relations investigations
 - Deep knowledge of recruitment and selection procedures along with solid interviewing skills
 - Proficient with HRIS systems, database, word processing, spreadsheet, and presentation applications
 - Ability to coordinate with all levels of organizational
 - Ability to extract facts and draw valid conclusions
 - Ability to understand a huge variety of technical and non-technical instructions
 - Strong team player and superior presentation, organizational and communication skills
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Professional Experience:

Human Resources Representative
Republic Services, Inc., Salinas CA
November 2006 – Present

- Coordinated with department managers and evaluated operational business strategy.
- Counseled management on risks with regard to present business practices and coordinated with Senior Management with compliance related concerns.
- Carried out for management on human resources objectives to management and coordinated with multiple departments.
- Advised higher level managers and even represented organization.
- Ensured superior customer service and monitored human resource needs are met within time lines.

Human Resources Representative
The Vons Companies Inc., Salinas CA
February 2001 – October 2006

- Supervised human resources related concerns and coached retail management.
 - Handled issues related to equal employment and imparted HR related support.
 - Trained present supervisors and managers and even organized workshops on HR related topics.
 - Carried out human resource compliance checks and employee relations investigations.
 - Corresponded with the Labor Relations departments.
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Education:

Bachelor's Degree In Human Resources
LDS Business College, Salt Lake City, UT

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