
Human Resources Trainee Resume

Job Objective

Looking for work as a Human Resources Trainee with established firm where I can help company prosper while advancing my skills in this field.

Highlights of Qualifications:

- Profound knowledge of HR Operations and payroll/HR Administration
 - Exceptional ability to gather and analyze basic facts and draw conclusions
 - Strong ability to apply a body of rules and regulations
 - Profound ability to interact with a diverse group of individuals
 - Excellent ability to communicate factual and procedural information in writing
 - Excellent written and oral communication skills
 - Proficient with MS Office Applications
 - Skilled in using an automated database
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Professional Experience:

Human Resources Trainee
Akima Management Services, Worthington, OH
January 2009 – Present

- Conducted developmental assignments for employee induction.
- Verified federal employment.
- Coordinated efforts with administrative staff.
- Developed agency record files and individual record files.
- Performed printing applications and mailing notification letters.

Human Resources Trainee
Menard, Inc., Worthington, OH
March 2004 – December 2008

- Performed leave accounting and maintained leave records.
 - Developed and maintained HR reports and data.
 - Processed exit formalities.
 - Supported and coordinated social events and trainings for employees.
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Education:

Bachelor's Degree in Human Resource Management
Carson-Newman College, Jefferson City, TN

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