
PERSONNEL ADMINISTRATOR RESUME

Summary:

An individual whose expertise is focused on providing and carrying out administrative support in the form of personnel administration for specific departments; adept with production handling and coordination as well as implementation of amendments to contracts and termination of employment and term; handled production and maintenance of staffing records.

Professional Experience:

Senior Personnel Administrator January 2007 – Present
The StreetHub, Chicago, IL

Responsibilities:

Handled human resources goals and objective expansion opportunities and challenges.
Coordinated with employees on a regular basis and built strong relationship with each member.
Translated human resources goals to financial plans.
Helped in the expansion of Guidance Program within the company.
Managed company profit and recompense.
Collected feedback and comments from personnel within each designated department.
Personnel Administrator May 2004 – December 2006
Kaplan Test Prep and Admissions, Chicago, IL

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Education:

Master of Business Administration Degree
Rice University, TX, 2000
Bachelor of Science in Personnel Management
Rice University, TX, 1998

Skills:

- Computer literacy
 - Good writing, analytical and problem solving skills
 - Knowledge of principles and practices of organization, planning, records management, bookkeeping and general administration
 - Ability to communicate effectively
 - Ability to operate standard office equipment, including but not limited to, computers, telephone systems, typewriters, calculators, copiers and facsimile machines
 - Ability to follow verbal and written instructions
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Awards and Affiliations:

Member, Personnel Managers Association Of Illinois
Professional Affiliate Personnel Management Staff, Rice University, TX, 1996-1998

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