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# PERSONNEL ASSISTANT RESUME

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## Summary:

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A well disciplined individual whose work expertise is focused on the provision of assistance in recruitment, interview and selection process for filling out team member positions; has vast experience in leading, developing, training and motivating teams, colleagues and other group members into high-performing achievers; assists in identifying and developing team members for future leadership roles.

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## Professional Experience:

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Assistant Staff Manager January 2007 – Present  
Heartland Alliance, Chicago, IL

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## Responsibilities:

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Selected employees for specific posts.  
Verified the salaries, wages and compensation of employees.  
Developed job descriptions, performance metrics, Key Results Areas monitoring procedure and evaluation criteria.  
Advised workers to work efficiently and recommended proposals for incentives to be given to monthly top performers.  
Supervised staff and trained each one to be better employees; provided counseling and guidance to both existing staff and new hires.

Senior Personnel Assistant May 2004 – December 2006  
NBS Enterprise, Chicago, IL

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Senior Personnel Assistant May 2004 – December 2006  
NBS Enterprise, Chicago, IL

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## Education:

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Bachelor of Arts in Personnel Management  
Rice University, TX, 1999

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## Skills:

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- Effective and proficient communication skills
  - Interpersonal and training skills
  - Ability to use personal computer and software to develop spreadsheets, databases, and word processing documents
  - Ability to use copier, fax machine and multifunction telephone systems
  - Computer literate
  - Organized, Team player, efficient and results-oriented
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## Awards and Affiliations:

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Member, Y-OPA (Your Own Personnel Assistant)

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