

Full Name

Address | Phone Number | Email | LinkedIn

Professional Summary

Concise summary highlighting experience as an HR Specialist, key skills, and a statement of professional objectives.

Core Competencies

Employee Relations
Recruitment & Onboarding
Performance Management
Benefits Administration
Compliance & Policy
HR Information Systems (HRIS)

Professional Experience

Job Title â€“ Company Name

Responsibility/accomplishment #1 Month Year â€“ Present
Responsibility/accomplishment #2
Responsibility/accomplishment #3

Job Title â€“ Previous Employer

Responsibility/accomplishment #1 Month Year â€“ Month Year
Responsibility/accomplishment #2

Education

Degree, Major

University Name Year

Certifications

Certification Name â€“ Issuer, Year
Certification Name â€“ Issuer, Year

Professional Affiliations

Association Name â€“ Role/Member, Yearâ€“Year

Technical Skills

HRIS Systems
MS Office Suite
Applicant Tracking Software