

STUDENT EXAMPLE

469 Hollywood Street Apt#155, Anywhere, CA 91723 Mobile (909) 555-8666 stexample@yahoo.com

HUMAN RESOURCES & ADMINISTRATION

PROFILE

<i>Administration</i>	Bilingual - Spanish
<i>Customer Service</i>	An accomplished professional with proven expertise in a professional office environment.
<i>Organizational Development</i>	
<i>Human Resources</i>	Technically savvy with advanced experience utilizing desktop applications: Windows, Internet, Email, MS Word, Power Point and Excel.
<i>Policy & Procedures</i>	
<i>Employment Law</i>	Highly resourceful individual with ability to support and further corporate objectives and goals.
<i>Complaint Resolution</i>	
<i>Strategic Planning & Staffing</i>	Willing to travel as per the needs of organization within a 30 – 35 mile radius.
<i>Training & Development</i>	Possess a broad knowledge of human resources in a variety of sectors including exempt & non-exempt employees.
<i>Compensation & Benefits</i>	Excellent ability to address and implement strategic plans for talent acquisition, retention and success planning.
<i>HR Information Systems</i>	Highly attention-to-detailed with great respect for confidentiality.

EDUCATION

DeVry University, Pomona, CA	BS	Business Administration Graduated: June 2007	Emphasis: Human Resources Dean's List
Everest College, Rancho Cucamonga, CA	AS	Business Administration Graduated: January 2004	Dean's List

EMPLOYMENT

RE-MAX REALTY 100, Diamond Bar, CA	2007 – 2008	Recruiter
<ul style="list-style-type: none">Implemented organizational recruiting methods, behavior-based interviewing and skilled matching procedure designed to reduce new employee turnover.Designed and implemented inputting all employee licensing in an effort to track and update per DOR & DOC guidelines.Conduct extensive background checks with KROLL system in addition to scheduling mandatory drug testing between applicants and area clinics.Responsible for issuing verification of employment letters.Conducted telephone screening and live interviews for all open positions.Reviewed organizational employee policies per state and federal guidelines as required by law.		
PLATINUM HILLS ESCROW INC., Diamond Bar, CA	2003 – 2007	Escrow Accounts Manager
<ul style="list-style-type: none">Sub-division of RE-MAXSupervised 5 assistants and 3 escrow assistants.Recruited, trained and supervised assigned personnel.Acted as liaison between escrow offices and clients.Set monthly goals, conducted reviews and training seminars for new and existing employees for strategic planning.Extensive customer service assisting clients, opening escrows, titles, LGS insurance, deposit and loan documents.Transaction tracking.		

