

Poppy Smith
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Profile

Recent graduate with a business degree, majoring in Human Resources Management, with the goal of an MBA focusing on Human Resources. Enthusiastic and trainable, with the ability to learn on the job. Experience with organizing employee files and reconciling payroll. Conducted training meetings under the guidance of the human resources director.

Key Skills

- Proficient in TimeForce and Manpower timekeeper and employee scheduling software
- Excellent written communication skills
- Strong attention to detail
- Ability to draft schedules according to the demands of a facility
- Key understanding of Missouri and federal employment laws

Education

Bachelors of Science in Business, GPA 3.25

The University of Missouri, Columbia, September 2013 - May 2017

Capstone project: HR Intern at Stoney Creek Inn

- Worked with Assistant General Manager to rewrite a new hire orientation program
- Created PowerPoint seminar to highlight relevant company policies

Professional Experience

Human Resources Assistant, Kroger Grocery Store, Columbia, MO

June 2019 - Present

- Participate in hiring fairs and interviewing potential employees
- File employee paperwork and conduct new hire orientations
- Create new safety initiatives to improve corporate safety scores