

Edward Doe
(123) 456-7890
edoe12@email.com
123 Address Rd, Anywhere, USA

Profile

Dedicated and hard-working HR intern seeking opportunities to further talent acquisition needs in a corporate setting. Seeking new opportunities to put experience and education to work pairing candidates and companies to improve hiring and reduce human capital costs.

Key Skills

- Attention to detail
- Strong customer service skills
- Excellent verbal and written communication
- Phone interviews
- Recruiting

Education

Bachelor of Arts, Communication

Denison University, Granville, OH, August 2014 to May 2018

Professional Experience

Human Resources Intern, Dynamo Marketing, Columbus, OH

July 2018 - present

- Support other members of the HR team, including answering phones, providing information to job candidates, coordinating meetings and scheduling recruiting events
- Coordinate new hire orientation, including leading tours and information sessions
- Greet interview candidates, set up interview rooms, provide water and answer basic questions about company information
- Work with other team members to create training materials, including employee handbooks, harassment training and email security policy
- Assist in payroll processing, including verification of employee timesheets

Student Fundraising Assistant, Denison University, Granville, OH

January 2017 - December 2017

- Contacted alumni of the college to solicit donations to the campus capital campaign
- Responded to questions about alumni programming, including reunions and alumni career resources
- Documented fundraising commitments and tracked responses follow-up from previous campaigns
- Managed basic office tasks, including opening mail, answering phones, staffing the reception desk and providing information to visitors