

# EDWARD DOE

123 Address Rd,  
Anywhere, USA  
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(123) 456-7890

## EDUCATION

### Bachelor of Arts, Communication

Denison University, Granville, OH  
August 2014 to May 2018

## KEY SKILLS

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

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.

## 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