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Profile

Recent graduate from Rutgers's prestigious BA in Human Resource Management program with a proven track record in customer service. Experience in both HR environments as well as recruiting in college admissions. Seeking a competitive position in recruiting.

Key Skills

- Attention to detail
- Strong customer service skills
- Excellent verbal and written communication
- ATS experience
- Campus recruiting software experience

Education

Bachelor of Arts, Human Resource Management

Rutgers University, New Brunswick, NJ, August 2015 to May 2019

Professional Experience

Human Resources Assistant, MegaCorp, New York, NY

July 2019 - present

- Support the Director of Human Resources, including answering phones, coordinating meetings, planning events and fielding employee and job candidate questions
- Assist new hires with onboarding paperwork, including I-9 requirements and company policy paperwork
- Support preparation of company distributions, including newsletters and corporate announcements
- Manage job applicants, including overseeing ATS submissions, entering information about candidates and working with hiring managers to schedule interviews

Admissions Office Tour Guide, Rutgers University, New Brunswick, NJ

September 2016 - May 2019

- Led both group and independent tours for prospective students
- Memorized 60 minutes of content about the college to share with visitors regarding all nature of operations
- Sent post-interview followup communications to prospective students and encouraged future contact
- Called students who submitted interest forms to the college to provide further information and schedule a campus visit
- Staffed the reception desk during breaks, including answering phones, responding to emails, scheduling tours and interviews and updating student records