

## 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

## Education

### Bachelor of Arts, Human Resource Management

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

# Elizabeth Doe

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Recent graduate from Rutgers' 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