

SAMANTHA KERRY

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Human Resources (HR) Assistant with 2+ years of experience. Natural problem-solver who helps HR departments find new ways to increase staff morale, performance, and retention. Collaborator focused on building positive relationships with diverse team members and business functions. Work informed by bachelor's degree in HR management.

PROFESSIONAL EXPERIENCE

HR ASSISTANT

SATURN RESTAURANT SUPPLIERS, PORT TOWNSEND, WA | March 2019 - Present

- Support all three HR leaders of this \$18M business that has a presence in five states
- Ensure that yearly performance reviews and other personnel records are organized and current
- Post new job vacancies online and screen applicants
- Schedule interviews and maintain records of contact with job candidates

EDUCATION

BACHELOR OF SCIENCE (BS) IN HUMAN RESOURCES MANAGEMENT

Oregon State University Corvallis, OR |
September 2015 - May 2019

KEY SKILLS

- Benefits Enrollment
- New Employee Onboarding & Training
- Human Resources Information System (HRIS) software