

JOSEPH CORBIN

HR Administrator with a strong service mindset and recent work experience at two midsize companies. Equally effective working independently or on a team. Committed to ongoing professional development and HR education.

123 Carpenter Street,
Philadelphia, PA 12345
youremail@example.com
(123) 456-7890

PROFESSIONAL EXPERIENCE

HR ADMINISTRATOR

MHZ Inc., Philadelphia, PA
October 2021 to Present

- Contribute to HR discussions focused on addressing broad employee relations issues and resolving individual conflicts among staff and managers
- Provide helpful information and support to new hires during orientation and onboarding sessions
- Facilitate annual open enrollment to help ensure staff fully understand and take advantage of available benefits

ADMINISTRATIVE ASSISTANT

JSV Inc., Philadelphia, PA
August 2020 to September 2021

- Gathered and entered data on employee work hours, payroll, and salary changes
- Prepared weekly and quarterly HR reports for review by management

EDUCATION

Associate Degree
Philadelphia Community College,
Philadelphia, PA | 2020

KEY SKILLS

- Benefits Administration
- Conflict Mediation & Resolution
- Data Entry & Analysis
- Internal Customer Service
- New Hire Orientation & Onboarding
- Reporting & Documentation