

# Hideo Araki

123 Bridge Street,  
Boston, MA 12345  
youremail@example.com  
(123) 456-7890

Personable HR Administrator with recent work experience at two nonprofits. Confident in engaging with and supporting all leadership levels. Skilled communicator who builds positive, productive relationships with diverse employee groups. Committed to professional integrity and excellence in all endeavors.

## Key Skills

- Cross-Functional Collaboration
- Leadership Support
- Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Payroll Disbursement & Coordination
- Personnel Recruiting
- Policy Implementation
- Process Improvement
- Reporting & Documentation

## Professional Experience

### HR Administrator

*SFE Association, Boston, MA | October 2021 to Present*

- Facilitate payroll disbursement, helping ensure timely and accurate payments to employees
- Assist recruiting operations by updating job descriptions, posting new job openings, screening initial round of applicants, and flagging and organizing resumes for further review
- Praised for high accuracy and efficiency maintaining (both paper and digital) records of all personnel changes and performance reviews

### HR Intern

*SCI Services, Boston, MA | August 2020 to September 2021*

- Maintained high attention to detail implementing various HR policies and protocols
- Gained strong experience in standard Excel functions as well as advanced Word and PowerPoint formatting

## Education

### Associate Degree – Psychology

Bunker Hill Community College, Boston, MA | 2020