

Professional Experience

HR Administrator

SFE Association, Boston, MA | October 2022 to present

- Help process payroll efficiently and accurately
- Assist recruiting operations by updating job descriptions, posting new jobs, screening applicants, and flagging and organizing standout resumes

Highlight:

- Praised on formal review for high accuracy maintaining (paper and digital) records of all personnel changes and performance assessments

HR Intern

SCI Services, Boston, MA | August 2021 to September 2022

- Accurately implemented 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 | 2021

Hideo Araki

Boston, MA 12345

hideo@example.com

(123) 456-7890

www.linkedin.com/example

Personable HR Administrator with recent work experience at two nonprofits. Confident 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 and coordination
- Personnel recruiting
- Policy implementation
- Process improvement
- Reporting and documentation