

ARTHUR CONAN DOYLE

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England
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SUMMARY

Ambitious, results-oriented and dedicated individual looking for an opportunity to contribute to a progressive organization as a generalist in the field of Human Resources. Brings knowledge, organizational and customer service skills to the workplace.

CORE COMPETENCIES

Talent Acquisition

Regulatory Compliance

HRIS

Organizational Development

Conflict Resolution

Compensation

Benefits Administration

Training

Budgeting

EDUCATION & TRAINING

Cornell University, School of Industrial and Labor Relations, Ithaca, NY

Bachelor of Science Degree awarded May 2009

GPA: 3.5, Dean's List

Thomas Edison State College, Trenton, NJ

Society of Human Resources Management Certificate Program

PHR Certificate, 9/2009

HONORS & AWARDS

Dean's list honors (7 times)

Office of Minority Affairs scholarship recipient (2007-2009)

Trustees' Scholarship recipient (2007-2008)

SHRM Scholarship recipient (2005-2009)

RELEVANT COURSEWORK

Employee Relations, Collective Bargaining, Labor & Employment Law, Trade Union Administration, US Business History, Entrepreneurship & Small Business, Micro/Macro/Labor Economics, Intro/Social/Personality Psychology, Intro to Organizational Behavior, Intro to Human Resource Management, Career Development: Theory & Practice, Diversity & Employment Relations

EXPERIENCE

Human Resources Intern / Staffing Coordinator

Winter, 2008

The Hunter Group

Jamestown, NY

- Collaborated with external agencies and partners to successfully fill open positions; partnered with HR Generalists at client companies utilizing innovative sourcing techniques (i.e. social networking, profiling and planning, internal and external relationship building and engaging passive job seekers) resulting in a 20% increase in manager satisfaction for 2008.
- Successfully planned and executed events: Online Job Fair Program and Reception; the Optimal Internship & Scholarship Program; Awesome Service Awards, American Red Cross Blood Drives, The Hunter Group 25 Year Banquet.
- Managed public information requests regarding recruitment, personnel records, performance evaluations, and payroll and benefits at The New York Office of the Attorney General.
- Helped implement a new HRIS PeopleSoft system leading to significant improvements in time-to-hire.

Human Resources Clerk (part time while attending college)

2006 - 2008

City of Ithaca Department of Personnel and Civil Service

Ithaca, NY

- Administered Civil Service Exam Procedure: updated eligible list, created canvas letters, followed up with clients and answered questions. Investigated complaints and performed screening interviews of new hires.
- Audited personnel payroll for accuracy and input confidential employee salary increases into Civil Service data system.

Documented procedures and assisted in the training process.

- Approved applicants for employment eligibility, tracked and documented interview results.

SKILLS & INTERESTS

Community Service : American Red Cross, Volunteer/Donor; American Cancer Society, Fundraiser

Student Activities: Cornell University Tennis Club; Meet Organizer

Computer Skills: Microsoft Office Suite, SPSS, PeopleSoft, Optimal Resume, Internet savvy

Interests: tennis, skiing, traveling, museums, public speaking