

JOHN DOE

Baltimore, MD
410-993-XXXX
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Summary

Ambitious entry level Human Resource professional seeking to utilize education in recruitment and employee relations. Adept at following complex instructions and maintaining important files. Possesses excellent customer service skills and the ability to work effectively both independently and within a team.

Education

University of Baltimore-Baltimore, MD May 20XX
Bachelor of Business Administration
Specialization: Human Resource Management

Community College of Baltimore County- Essex, MD May 20XX
Associate of Arts, General Studies

Core Qualifications

- Forward thinking
- Conflict Resolution
- Decision Making
- Evaluation
- Leadership
- Project Management

Related Coursework

- Employee Labor Relations
- Compensation and Performance
- HR Analysis and Communication
- Financial Management
- Employment Relations Law
- Management Organization and Behavior
- Strategic Management

Employment Experience

Utility Services February 20XX- Present
Brightview Senior Living- Baltimore MD

- Washes and sanitizes pots, dishes, utensils, and other kitchen supplies, either by mechanical washing or hand washing

Custom Framing July 20XX- October 2XX
Jo-Ann Fabric-Baltimore MD

- Helped customers design frames they would like on their art work
- Filed orders and contacted customers to let them know when their art work was complete