

JANE B. SMITH

Baltimore, MD

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(xxx)xxx-xxxx

PROFESSIONAL SUMMARY

Proactive and goal oriented individual with exceptional organizational, customer service, interpersonal and communication skills looking for an entry-level position within Higher Education. Works effectively both independently and as part of a team. Ability to work in a fast paced environment and get multiple tasks completed effectively. Proficient in Microsoft Office Suite.

EDUCATION

University of Baltimore Jun. 20xx – Present
B.S. in Business Administration- Human Resource Management

Towson University Aug. 20xx – Dec. 20xx
B.S. in Exercise Science

EXPERIENCE

Greater Baltimore Medical Center, Towson, MD Mar. 20xx-Present
Human Resource Service Associate

- Recruit new hires through recruitment/ screening process.
- Answer new applicants/ patients via phone.
- Assist employees with the tuition reimbursement process.
- Audit New Hire/ Benefits paperwork.
- Assist new applicants with their employment application.
- Complete employment verification forms for previous / present employees.

Elite Physiotherapy, Baltimore, MD Mar. 20xx-Feb. 20xx
Physical Therapy Assistant

- Assisted the physical therapist with the patient exercises and managed inventory.
- Collecting and verifying patients' insurance information.
- Screened/answered phone calls and performed other administrative duties such as data entry.
- Documenting and presenting confidential information to management.

ADDITIONAL EXPERIENCE

Peoples Community Health Center, Baltimore, MD Jan. 20xx-Mar. 20xx
Human Resources Intern

St. Vincent De Paul- Sarah's Hope, Largo, MD Sep. 20xx-Nov. 20xx
Life Skills/Employment Support Coach

Neil Hoosier & Associates, Largo, MD Jun. 20xx-Aug. 20xx
Human Resources Intern

RELEVANT SKILLS

- Compensation and benefits
- HRIS systems
- Problem-solving
- Organization development
- Data entry
- Multi-tasking

PROFESSIONAL AFFILIATIONS

Chesapeake Human Resource Association 20xx-20xx