

JOHN SMITH

Baltimore, MD 21201

(XXX) XXX-XXXX

smithjohn@ubalt.edu

EDUCATION

University of Baltimore 20XX
Master of Science, Negotiations and Conflict Management Baltimore, MD

- GPA: 3.88
- Member of Conflict Negotiations Conflict Management Association

Related Coursework: *Employee Labor Relations, Compensation and Performance, Strategic Management, Management Organization and Behavior*

University of Baltimore 20XX
Bachelor of Science: Business Administration Baltimore, MD

- Participated in the Merrick School of Business Mentorship Program
- GPA: 3.72
- Graduated Magna Cum Laude
- Member of Phi Theta Kappa Society, Omicron Theta Chapter

RELEVANT EXPERIENCE

Greater Baltimore Medical Center May 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 and benefits paperwork.
- Assist new applicants with their employment application.
- Complete employment verification forms for previous / present employees.

Peoples Community Health Center June 20XX- July 20XX
Human Resources Intern

- Served as the initial point of contact of contact in the office by directing and answering employee questions and concerns.
- Assisted with scheduling employee orientation and processing all new hire paperwork
- Input confidential employee information into company HRIS
- Coordinated replacement worker schedules as needed.

SKILLS

- Proficient in Microsoft Office, Excel, Access, Word, and PowerPoint
- Proficient in Prezi online presentation software
- Strong Conflict Resolution and Decision Making Skills
- Exceptional attention to detail and organization skills

PROFESSIONAL AFFILIATIONS

Chesapeake Human Resource Association August 20XX- Present