

JOHN DOE

Baltimore, MD

410-993-XXXX

Johndoe838@gmail.com

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 Science in Business Administration

Specialization: Human Resource Management

Community College of Baltimore County- Essex, MD May 20XX

Associate of Arts, General Studies

Relevant Coursework

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

Core Qualifications

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

Employment Experience

Utility Services February June 20XX- Present

Brightview Senior Living- Baltimore MD

- Wash and sanitize pots, dishes, utensils, and other kitchen supplies, either by mechanical washing or hand washing

Custom Framing

July 20XX- October 20XX

Jo-Ann Fabric-Baltimore MD

- Helped customers design custom frames to match their artistic preferences
- Filed orders and contacted customers to let them know when their artwork frame was complete