

SARAH SAMPLE

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Human Resources Assistant

Profile

- Able to establish rapport with individuals and groups from all backgrounds
- Professional and courteous with both customers and associates
- Excellent organizational and time-management skills in coordinating multiple projects, establishing priorities and meeting deadlines
- Proficient in conversational French
- Computer skills: Microsoft Word, Excel, PowerPoint

Education

Associate in Science, Liberal Arts & Science, Concentration: Psychology, May 2004

Monroe Community College, Rochester, NY- Overall GPA: 3.55

Study Abroad Program, Paris, France, Fall 2003

As part of SUNY-MICEFA exchange program studied on 14 campuses in Paris in a variety of fields including psychology, literature, business and communication

Participant, MCC On-Location course in Barcelona, Spain, February 2003

Honors

Deans List, Monroe Community College, 2002-2004

Phi Theta Kappa, International Honor Society of the Two Year College, 2002-2004

Relevant Coursework

Professional Communication

Small Business Management

Organizational Behavior

Industrial Psychology

Interpersonal Speech Communication

Human Resources Management

Supervisory Skills For Employee Development

Developmental Psychology-Lifespan

Related Employment Experience

Human Resource Internship

Adecco Health, Rochester, NY, Spring 2003

- Assisted in screening, testing and orienting candidates for various medical positions
- Prepared orientation packets and assisted with orientation
- Coordinated, prepared and attended recruiting events
- Conducted on-line research, answered telephone and computer data entry

Customer Service Desk

Linens and Things, Rochester, NY, 2001-2003

- Trained and oriented new hires
- Contacted potential employees to arrange appointments
- Addressed and resolved customer concerns and inquiries
- Handles returns and refunds for items
- Operated and balanced cash drawer

References Available Upon Request