

JENNIFER LONG

Wilmington, NC | (910) 123-4567
sampleresumetemplates@email.com

HR ASSISTANT

Highly capable human resources professional with 10+ years of combined experience in HR and employee training positions. Offers a degree in Human Resources Management along with extensive knowledge in cross-industry occupations and job functions. Confident communicator with excellent computer proficiencies, including HRIS.

PROFESSIONAL EXPERIENCE

Arco Digital Solutions, Wilmington, NC 2015 – Present
HR ASSISTANT

- Process up to seventy new hire kits weekly for staff through management.
- Collaborate with HR managers in five states to obtain documents for new hire processing, including Request To Offer forms; Drug Qualification consent forms, 1-9 and W-4 forms, Handbook forms; resumes; and job applications.
- Coordinate employee drug test results with online laboratory for HR and/or hiring managers, with the highest degree of confidentiality.
- Conduct employee verifications by way of telephone, postal mail, and fax.

Essential Systems, Town, XX 2009 – 2015
HR ASSISTANT / TRAINING SPECIALIST

- Serviced accounts for government agencies and nationally leading Fortune 500 clients throughout financial services, telecommunications, retail, beauty, and fashion industries.
- Managed a weekly caseload of 600+ pre-screenings of high-risk candidates.
- Conducted behavior assessments using empirical testing techniques/
- Performed employee background checks and manage employee relations in areas of hiring, training, and skill development.
- Engaged candidates in role-playing scenarios using key questions to measure skills.
- Screened candidates for job knowledge, communication skills, customer service orientation, sales skills, problem-solving abilities, and initiative.
- Documented responses on a rating system to calculate results for behavior profiling.

EDUCATION

WILMINGTON UNIVERSITY
B.A. in Human Resources Management

COMPUTER SKILLS

MS Word, Excel, PowerPoint; PeopleSoft; HRIS