

ROBERT SMITH

Human Resource Assistant/HR Coordinator

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Bi-Lingual Human Resource Assistant/HR Coordinator service-oriented with excellent communication skills and time management skills. Handles task with accuracy and efficiency. Exemplify verifiable track record of success and professionalism, along with sound time and resource management skills to implement operational initiatives and develop the productivity, and overall performance. Demonstrate exceptional interpersonal skills with proficiency to promote confidence and build employee relationship while fostering a positive environment.

EXPERIENCE

Human Resource Assistant/HR Coordinator

ABC Corporation - FEBRUARY 2006 - JANUARY 2008

- Processed paperwork for new employees and entered employee information into the payroll system.
- Verified attendance, hours worked, and pay adjustments, and post information onto designated records.
- Recorded employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records.
- Kept track of leave time, such as vacation, personal, and sick leave, for employees.
- Compiled employee time, production, and payroll data from time sheets and other records.
- Inputted time for employee issued and recorded adjustments to pay related to previous errors or retroactive increases.
- Managed employee records performed periodic inspections of materials or files to ensure correct placement operated office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.

Human Resource Assistant/ Administrative Specialist

ABC Corporation - JULY 1996 - MAY 2003

- Opened, sorted, and routed incoming mail, answered correspondence, and prepare outgoing mail.
- Computed, recorded, and proofread data and other information, such as records or reports.
- Typed, formatted, proofread, and edit correspondence and other documents, from notes or dictating machines, using computers or typewriters.
- Prepared and conducted interview questions, job postings and recruitment advertisements.
- Evaluated the performance of the department to ensure conformance with the departments goals and objectives and eliminate impediments to peak performance.

- Conducted meetings with hiring authorities to review and recommended the allocation of positions and recruitment strategies.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

- Associate Of Arts - 1992 (Texas Central College - Killeen, TX)Certificate in Human Resources - (University Of Phoenix)

SKILLS

Microsoft Office, Ceridian, Microsoft Great Plains, SAP, ADP, GroupWise, QuickBooks, Optimal Resume