

JANE SMITH

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Professional Profile

Motivated, accomplished and results-oriented professional with an extensive background in human resources, employee relations, legislation and business services. Reputation for communicating at a corporate level with clients, fellow employees, business partners and key decision makers. Demonstrated success in negotiating, HR operations, employee recruitment and customer service. Experience with interacting with state and federal agencies. Strong interpersonal, organizational and time-management skills. Able to work in a fast-paced, multi-tasking environment. Able to adapt quickly to new professional settings and adeptly acquire skills and knowledge toward supporting personal and company goals.

Areas of Expertise

- Human Resource Administration
 - Process Improvements
 - Legislative Research
 - Trial Preparation
 - Applicant Screening
 - Payroll Operations
 - Legislative Processes
 - Customer Service
 - Productivity Improvement
 - Policies & Procedures
 - Litigation
 - Strategic Sales Techniques
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Key Skills Assessment

HUMAN RESOURCES OPERATIONS – Committed to providing a satisfactory work environment through accurate data maintenance, payroll processing and employee relations.

LEGAL & LEGISLATIVE PROCESSES – Leverage extensive knowledge of litigation, trial/court proceedings and legislative research and requests.

Professional Experience

COLUMBUS STATE COMMUNITY COLLEGE, COLUMBUS, OH 2010 – PRESENT
BUSINESS AND CAMPUS SERVICES SPECIALIST (2012 - 2012)

Assist with the day-to-day operations within the Business Service and Human Resources Departments, including maintaining employee files and monitoring attendance records.

- ⤴ Responsible for accurately entering and maintaining employee data into various databases/systems, including the payroll system.
- ⤴ Monitor employee activity and make necessary changes.
- ⤴ Payroll responsibilities include posting pay changes and tax status changes, calculating and recording payroll deductions, computing wage and overtime payments and processing garnishments.
- ⤴ Assist new hires with the complete screening process and new-hire paperwork.
- ⤴ Act as functional expert for the company computer system.
- ⤴ Troubleshoot the computer to resolve any technical issues.
- ⤴ Manage employee child support payments and process adjunct faculty contracts.

HUMAN RESOURCES SPECIALIST (2010 - 2012)

Provide support and perform daily responsibilities for the Human Resources Department, including payroll operations.

- ⤴ Managed the work flow to ensure payroll transactions were processed accurately.
- ⤴ Performed daily payroll department operations, including monitoring absentees.
- ⤴ Contributed to monthly HR newsletter.

RHOADS MARKET, CIRCLEVILLE, OH 2007 – 2010
OFFICE ASSISTANT

Assisted with daily administrative operations, including filing, clerical work and customer service.

- ⤴ Promoted products and services through strategic sales techniques.
- ⤴ Responsible for financial duties, including accounts payable, accounts receivable, deposits and bank reconciliation.
- ⤴ Built loyal clientele through friendly interactions and consistent appreciation.
- ⤴ Communicated clearly and positively with coworkers and management
- ⤴ Maintained high standards of customer service during high-volume, fast-paced operations.

Internships

U.S. SENATOR SHERROD BROWN'S OFFICE, SPRINGFIELD, OH

2009 – 2010

INTERN

Collaborated with staff on legislative and/or constituent concerns and inquiries.

- ▲ Worked with constituents to keep the lines of communication open.
- ▲ Assisted caseworkers with specific requests ranging from immigration to veterans' issues.
- ▲ Handled sensitive inquiries from officials and the general public.
- ▲ Responsible for legislative research relative to current public policy proposals, including the health care initiative.
- ▲ Assisted with the Regional Representative's schedule.

OFFICE OF ATTORNEY GENERAL, WASHINGTON D.C

2009 – 2009

INTERN

Worked on a team which was assembled specifically to respond to the demands of accelerated discovery and trial preparation for a federal Equal Pay act/defamation case in the United States District Court for the Eastern District of Virginia.

- ▲ Assisted in discovery and research for a class action case pending in the United States District Court.
- ▲ Digested deposition transcripts, prepared document productions, researched current policy and precedent court decisions and assisted Senior Attorneys in preparing to take depositions.
- ▲ Performed routine tasks, including scanning documents, organizing voluminous case files, photocopying, converting documents and preparing pretrial submissions.
- ▲ Maintained accurate and confidential records.
- ▲ Observed federal court hearings and attended depositions.

Volunteer/Mentoring Experience

GREATER HILLTOP SHALOM ZONE MEDIATION CENTER

2012 – PRESENT

VOLUNTEER**CENTER FOR CIVIC & URBAN ENGAGEMENT**

2010 – 2010

VOLUNTEER – NO CHILD LEFT BEHIND**GIRL POWER**

2008 – 2010

VOLUNTEER

Education & Training

Bachelor of Arts, Political Science – Wittenberg University, Springfield, OH
 Facilitative and Transformative Mediation Coursework – Dayton Mediation Center and Capital Law School
 Business Coursework – Columbus State Community College

Awards & Distinctions

Dean's List. 2007-2010
 Matthies Scholarship
 Buckeye Girls State Leadership Scholarship
 Cheerleading Scholarship
 Franklin B. Walter Award- Outstanding Senior Pickaway County
 Pi Sigma Alpha – Political Science Honorary