

LEE CHIN

123 Patterson Street, Queens, NY 12345

(123) 555-5555

leechin@bamboo.com

Sample: Not for Reuse

OBJECTIVE

Human Resources Specialist

HIGHLIGHTS

- Experienced in prioritizing effectively to manage multiple tasks under tight deadlines.
- Compelled to meet and surpass management-set objectives.
- Skilled at using word processing and data entry applications.
- Gifted at making contact with and reading all types of people.

HISTORY

Volunteer Coordinator, 2006-present

Queens Hospital Products, Queens, NY

- Recruit and train volunteers in program delivery and leadership.
- Provide motivation and evaluation to foster staff development.

Human Resources Specialist, 2004-06

A&C Management Group, Queens, NY

- Established reputation for applicant screening skills that produced excellent candidate selection ratio.
- Conducted extensive Internet research on online recruiting programs, reporting findings to HR manager.
- Initiated changes to data entry of electronic resumes, resulting in faster identification of job candidates.
- Educated new employees, answering questions and clearly conveying company policies.

Administrative Assistant, 2001-04

Fieldstone & Johnson, Brooklyn, NY

- Provided superior administrative support for Sales department composed of two managers and three salespeople.
- Processed client profiles and organized office systems to ensure smooth workflow.

EDUCATION

B. A., Business Administration, 2000

Queens College, Queens, NY

Source: SusanIreland.com