

**Name**  
Address  
City, State Zip  
555-555-5555  
youremail@patriots.uttyler.edu

## **OBJECTIVE**

A position in Human Resources where there is a need for an individual with excellent interpersonal skills and the ability to create effective work teams; as well as, develop strong organizational communities.

## **COMPETENCIES**

Organizational Development	Adult Learning	Staff Supervision
Training and Development	Change Management	Professional Communication
Recruiting & Talent Retention	Product Knowledge	Measurement and Evaluation

## **EDUCATION**

The University of Texas at Tyler, Tyler, Texas, 2014.

**Bachelor of Science**

**Major: Human Resource Development, GPA: 4.0/4.0**

## **WORK EXPERIENCE**

ABC Personnel, Dallas, Texas, 2010-present.

### **Account Manager**

- Assumed responsibility for accounts payable process - creating cash reports and cash forecasting
- Facilitated company credit card program allowing the company to track spending by departments
- Collected statements and receipts to ensure audit compliance

XYZ Human Management, Tyler, Texas, 2008-2010.

### **Training Associate**

- Responsible for new training initiative aimed at increasing employee's knowledge of product
- Contributed significantly to modifying company policy in weekly human resource meetings
- Provided general clerical tasks with a high level of confidentiality throughout the entire internship
- Participated in product knowledge by researching items useful when training new partners

## **ORGANIZATIONS AND ACTIVITIES**

- Treasurer/Secretary, Society of Human Resource Management (SHRM) Student Chapter, 2011-2012.
- Member, Alpha Phi Alpha Fraternity, Inc.

## **REFERENCES**

- Name 1, Position, Company, (903) 555-5555
- Name 2, Position, Company, (903) 555-5555
- Name 3, Position, Company, (903) 555-5555