

Name
Address
Phone
E-mail@email.com

PROFILE

Human Resource Management student familiar with human resource practices and ability to multi-task within a fast-paced environment. Strong interpersonal skills and known for the ability to relate to people of all backgrounds. Possess strong sense of professionalism and fairness in decision-making.

EDUCATION

Cuyahoga Community College, Parma, Ohio
Pursuing **Associate of Applied Business Degree - Business Management**
Concentration in Human Resources
Expected graduation Spring 2014

Remington College, Mantoria, Texas
Human Resource Assistant Certification, 2003

EMPLOYMENT HISTORY

Self Employed **2007-2012**
Child Care Provider

Provided daily care and supervision for infants, toddlers and small children, implementing daily activities, such as learning, games, and field trips for local families in the western suburbs.

- Prepared meals and maintained clean, safe environment as well as provided transportation to preschool and other activities.

Company XXX, Cleveland, Ohio **2006-2007**
Dental Assistant

Provided clerical assistance including handling of phones lines, scheduled appointments, answered patient questions, assisted patients with paperwork. Sterilized all instruments used in dental procedures, and assisted doctor. Filed and pulled charts and updated patient information.

- Translated for Spanish speaking patients and made sure they understood procedures and paperwork.

Company XXX, Cleveland, Ohio **2000-2006**
Clerical Assistant

Performed all clerical tasks including typing and filing of all correspondence, bookkeeping using QuickBooks program, handled all invoices, made collection calls, ordered supplies. Greeted visitors, ran errands, and assisted in the preparation of conveyor belts in the shop area to meet demands when needed.

- Assisted Human Resources Coordinator in daily attendance, benefits, and policy guidelines activities in an effort to gain further knowledge in this area.