

# Edward Wilson

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999 Main Street, Any Town, NY 99999, email@yahoo.com

**OBJECTIVE:** *To continue gaining experience while continuing in my career.*

## **PROFESSIONAL EXPERIENCE:**

**ABC Inc, Any Town, NY**  
***Human Resources Assistant***

**2009 – 2010**

- Performed screening and orientation of new applicants conducting initial interviews.
- Created 'New Hire' package; maintained personnel and benefit files.
- Assisted with implementation of new computer system.
- Facilitated with departmental special projects as needed.

**XYZ Corp, Any Town, NY**  
***Human Resources Assistant***

**2005 – 2008**

- Coordinate appointments with recruiting agencies for all non-exempt positions.
- Conduct clerical testing for job applicants.
- Prepare correspondence for all candidates.
- Process requests for criminal and education background investigation reports.
- Maintain non-discrimination records and prepare monthly reports.
- Prepare semi-monthly payroll for internal office distribution.
- Review all entries in attendance database.
- Maintain recruiting files and database.
- Update all personnel files.
- Enter employee data into Lawson, HRIS system, and run reports as requested.
- Provide back-up for absences in the Human Resources department.
- Assist with other projects as assigned.

**BCD Inc, Any Town, NY**  
***Human Resources Assistant***

**2004-2005**

- Prepare Payroll (Orion System), input and maintain accurate information in the System, includes employee deductions such as purchases, loans and penalties, employee commissions, allowances and other earnings
- Prepare Appointment & Agreement Letters and other communications to applicants and new hires
- Prepare Certificate of Employment, memos and warning letters
- Record and manage leave planning and leave requests
- Support day to day administration of HR Department, including accounts items i.e., invoicing, processing new hires and termination paper works involving coordination and internal departments

- Process personnel transactions such as new hires, termination, status changes, merit increases, address updates, transfers, etc.
- Manage recruiting administration. i.e., generating offer letters, collecting new hire paper works and scheduling interviews as needed
- Manage Job Postings through job boards, affinity sites, other media
- Manage, track and coordinate resume distributions to appropriate managers
- Process background checks and contact references for potential new hires
- Assist recruiting team in the development and management of the interview process (travel arrangements, interview schedules, documentations, etc.
- Participate in developing new HR policies, programs and initiatives
- Respond to associates queries
- Meeting employees due to go on maternity leaves and advising on policies and legislation
- Staffing, benefits and record administration re benefits, HR program and policies, pay
- Maintain accurate, legally compliant and confidential employee HR files
- Arrange bookings for manager's business trips
- Arrange hotel bookings for the guests
- Greet all guests and direct them as needed
- Prepare LPO for the travel agencies and hotels
- Manage office space and ensure that supplies are maintained
- Emails, fax, telephones, etc

#### **EDUCATION:**

New York College

09/99 – 12/02

- **Associates Degrees in General Education**

#### **ADDITIONAL SKILLS:**

- Windows NT/XP/DOS
- Outlook Express, Microsoft Word, Excel
- Online Claims Systems- Scopus foundation, HAL
- Ability to type 65 WPM