

JANE B. SMITH

Baltimore, MD

jsmith@ubalt.edu

(xxx)xxx-xxxx

PROFESSIONAL SUMMARY

Proactive and goal-oriented individual with exceptional organizational, customer service, interpersonal and communication skills looking for an entry-level position within Higher Education. Works effectively both independently and as part of a team. Demonstrated ability to work in a fast-paced environment and get multiple tasks completed effectively.

EDUCATION

University of Baltimore, Baltimore, MD June 20XX
Bachelor of Science in Business Administration- Human Resource Management

Towson University, Towson, MD August 20XX - December 20XX
Bachelor of Science in Exercise Science

EXPERIENCE

Greater Baltimore Medical Center, Towson, MD March 20XX - Present
Human Resource Service Associate

- Recruit new hires through recruitment/screening process.
- Answer new applicants/ patients via phone.
- Assist employees with the tuition reimbursement process.
- Audit new hire/benefits paperwork.
- Assist new applicants with their employment application.
- Complete employment verification forms for previous / present employees.

Elite Physiotherapy, Baltimore, MD March 20XX-February 20XX
Physical Therapy Assistant

- Assisted the physical therapist with the patient exercises and managed inventory.
- Collecting and verifying patients' insurance information.
- Screened/answered phone calls and performed other administrative duties such as data entry.
- Documenting and presenting confidential information to management.

ADDITIONAL EXPERIENCE

Peoples Community Health Center, Baltimore, MD January 20XX-March 20XX
Human Resources Intern

St. Vincent De Paul- Sarah's Hope, Largo, MD September 20XX-November 20XX
Life Skills/Employment Support Coach

Neil Hoosier & Associates, Largo, MD June 20XX-August 20XX
Human Resources Intern

RELEVANT SKILLS

- Compensation and Benefits
- HRIS Systems
- Data Entry
- Proficient in Microsoft Suite

PROFESSIONAL AFFILIATIONS

Chesapeake Human Resource Association March 20XX-Present