

Emily Davis

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LinkedIn

HR Intern with Experience in Recruitment and Employee Relations

Human resources student with experience in talent acquisition, benefits administration, and workplace policy research. Passionate about creating inclusive and effective workplace environments.

Professional Experience

Human Resources Intern

ABC Corporation | City, ST

May 2024 - Present

- Assisted in screening resumes and coordinating interviews for over 50 applicants
- Managed new employee onboarding processes, improving efficiency by 20%
- Conducted workplace culture surveys to enhance employee engagement

Administrative Assistant

University Career Center | City, ST

September 2023 - May 2024

- Maintained HR databases and updated employee records
- Helped organize career fairs and networking events for students
- Provided administrative support to HR professionals and recruitment teams

Education

Candidate: Bachelor of Business Administration in Human Resources

University of Wisconsin-Madison | Expected May 2025

Key Skills

Recruitment and onboarding

Employee relations and engagement

HR software (Workday, ADP)

Conflict resolution

Policy and compliance research