

Ava Brooks

City, ST

(555) 345-6789

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LinkedIn

Entry-level human resources professional with experience in recruitment and employee relations

Dedicated HR graduate with hands-on experience assisting with recruitment, onboarding, and employee engagement initiatives.

Professional Experience

HR Intern

Global Solutions HR, City, ST

June 2023 - December 2023

- Assisted in screening resumes and scheduling interviews for job applicants
- Conducted employee engagement surveys and compiled reports

Administrative Assistant

University Career Services, City, ST

January 2023 - May 2023

- Coordinated recruitment events and supported student career counseling sessions
- Maintained HR records and assisted with payroll processing

Key Skills

Recruitment and talent acquisition



Employee onboarding and training



HR software (Workday, ADP)



Benefits administration



Conflict resolution



Education

University of City, City, ST

Bachelor of Science in Human Resources Management (May 2024)