

# Deborah Kim

City, ST 20001 | (123) 456-7890  
email@email.com  
LinkedIn

**HR professional returning with refreshed knowledge in recruiting and employee relations**

**Former HR coordinator with 7 years of experience. Recently completed HR management certification. Detail-focused, empathetic, and skilled in managing sensitive situations.**

## Professional Experience

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### **Volunteer HR Assistant**

*DC Career Resource Center*

*February 2022 - Present*

- Supported resume reviews and job fair prep for job seekers
- Maintained confidential records and assisted with mock interviews

### **HR Coordinator**

*BrightPath Consulting, Washington, DC*

*June 2012 - October 2017*

- Coordinated interviews, managed new hire documents, and updated employee records
- Worked with payroll and benefits administrators to support 150+ employees

## Key Skills

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**ATS management**

**Employee onboarding**

**HRIS systems**

**Interview scheduling**

**Policy administration**

**Resume screening**

## Education

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### **Bachelor of Business Administration**

George Washington University | 2011

### **Certificate in Human Resource Management**

SHRM | 2023