

Maya Chen

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LinkedIn



Adaptable and efficient individual with a history in HR and household management

Career pause taken to raise children and support family operations. Offer over 10 years of prior HR experience, now transitioning into administrative roles with renewed energy and perspective.

Key Skills

Conflict resolution	<div><div></div></div>	Employee onboarding	<div><div></div></div>
Filing systems	<div><div></div></div>	Policy compliance	<div><div></div></div>
Task delegation	<div><div></div></div>	Written communication	<div><div></div></div>

Experience Highlights

- Streamlined employee onboarding processes and reduced paperwork errors by 30%
- Conducted new hire orientations and facilitated internal training
- Maintained personnel files and supported HR software implementation
- Handled client inquiries and updated internal filing system
- Assisted with monthly invoice generation

Work History

Human Resources Generalist, Bay Health Clinic, San Francisco, CA | March 2008 to June 2014

Office Clerk, Pacific Property Management, San Francisco, CA | January 2006 to February 2008

Education

Bachelor of Science in Human Resources
San Francisco State University | 2005