

CLIENT NAME

City, ST • 555-123-3355 • email@email.com

HUMAN RESOURCES / ACCOUNTING ASSISTANT

Highly skilled professional with over six years of administrative experience supporting multiple departments, focusing on Human Resources and Accounting. Excel in lead and assistant roles, supervising team members while providing the highest quality of work. Enthusiastic team player, accepting new challenges and pitching in on multiple tasks to ensure team / company success. *Core capabilities include:*

Interviewing / Hiring • Staff Orientation / Training • Insurance Enrollment • Time Card Processing • Company Event Planning / Management • Travel Arrangements • Accounts Payable (AP) • Cash Handling • Problem Solving
Microsoft Office (Word, Excel, PowerPoint, Outlook) • SAP

PROFESSIONAL EXPERIENCE

CUSTOM METAL DESIGNS, Oakland, FL

Dec 2016 – Sep 2019

HR / ISO Representative (Jun 2018 – Sep 2019)

Performed all aspects of HR, conducting background checks, interviewing candidates, hiring new employees, and posting open positions to Indeed.

- Led one-on-one new hire orientations and conducted group ISO auditor trainings on new ISO procedures.
- Served as lead auditor in ensuring company maintained ISO 9001 standards and coordinated with ISO auditors during yearly audit.
- Enrolled employees in insurance and processed workers' compensation claims.
- Maintained 90 employees' time cards.
- Planned, organized, and executed all aspects of employees' events—birthdays/anniversaries, employee of month, holiday parties, team building—including head counts, food orders, rentals, and prizes/gift cards.

Production Planner (Aug 2017 – Jun 2018)

Supported Production department with daily operations.

- Read blueprints and entered production instructions into SAP.
- Printed and delivered work orders to the production floor.
- Awarded Employee of the Month for December 2017.

Receptionist (Dec 2016 – Aug 2017)

Provided administrative support companywide, answering and directing phone calls and arranging employee travel.

- Planned and scheduled daily meetings for all employees, sending out email and Outlook reminders.
 - Assisted Accounting department with AP invoices, using SAP.
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EDUCATION / CREDENTIALS

UNIVERSITY, City, ST

Degree