

# Jamie Walker

Human Resource Associate

## Contact

### Address

Any City, State, 776525

### Phone

138 920 0222

### E-mail

jw@email.com

## Skills

HR policies



Talent management



Recruitment



Administrative support



Scheduling



Business administration



HRIS certified hardworking college graduate seeking employment in human resource management with five years experience in organizational Human Resource. Dedicated to identifying HR needs at ABC Inc and delivering effective solutions to all problems. Ability to work remotely and under pressure without supervision.

## Work History

2016-07 -  
2021-02

### Human Resources Assistant

*UVW Group, Santa Ana, CA*

- Delivered friendly assistance with new hires throughout interviewing and hiring process.
- Posted positions through approved recruitment channels.
- Volunteer and intern human resource assistant at UVW Group.
- Prepared and updated employment records, including compensation packages, benefits, disciplinary behavior, and disputes
- Planned and organized three on-boarding seminars for new intakes.
- Collaborated in the HR Crack Team that researched and developed new KPIs for the sales department which improved productivity by 31 percent and revenue by 23 percent.

## Education

2016-11 -  
2020-11

### Bachelor of Science: Business Administration

*University Of Wisconsin - Madison, WI*

## Affiliations

- Society for Human Resources Management (SHRM)

- American Payroll Association (APA)

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## Certifications

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2016-02      HRIS Certification / HRIP Certification