Jane Applicant

123 Main Street • Sarasota, Florida 12345 • (123) 456-7890 • jane.applicant@email.com

SKILLS SUMMARY

* **Communication:** Award-winning customer service skills. Deals with internal and external customers at all levels via telephone and email to ensure successful communication through active listening and thoughtful questions.
* **Problem Solving:** Resolves in-depth queries in a methodical manner, independently and with internal and external business partners, to find appropriate resolutions and efficiencies.
* **Team Player:** Enjoys sharing knowledge and encouraging the development of others.
* **Planning and Organizing:** Refined planning and organizational skills that balance work, team support, and ad-hoc responsibilities in a timely and professional manner.
* **Systems Knowledge:** Peoplesoft and Oracle.  Experience in preparing and analyzing reporting data for management accurately and to timescales.

PROFESSIONAL EXPERIENCE

Asbeth Medical Services, Sarasota, FL

**HR Coordinator**, March 2018-Present

Collaborated with each office territory and developed processes to enable compliance and recruitment of national field employees following medical client guidelines and contracts.

* Processed background checks, coordinated drug screenings, and expedited training.
* Proactively monitored employee files for monthly compliance requirements.

Borders Books, Music and Café, Sarasota, FL
**Interim Operations Manager,** November 2017-March 2018

Supervised, coached, trained, and counseled staff of 50 employees.

* Recruited and scheduled staff to ensure balanced coverage throughout the store.
* Adapted and revised weekly schedule.

EDUCATION & CREDENTIALS

**Human Resources Certificate,** 2016

Sarasota City College, Sarasota, FL

**Systems Experience:**

Advanced skill in Peoplesoft and Oracle