Jane Applicant

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CAREER OBJECTIVE

Highly experienced, forward-thinking **Human Resources Coordinator**well-versed in optimizing national workforce recruitment efforts for established medical services provider.

CORE QUALIFICATIONS

* Unparalleled accuracy and accountability in facilitating recruitment and hiring processes to include background checks, drug and alcohol screenings, and records administration.
* Utilize empathy and clear-cut communication skills to explain personnel benefits and HR processes, address and defuse employee issues, and ensure optimal workplace morale and productivity.
* Solid technical command of Microsoft Office Suite, PeopleSoft, Oracle, and QuickBooks Payroll.

PROFESSIONAL EXPERIENCE

ASERETH MEDICAL SERVICES, Sarasota, Fla.

**Human Resources Coordinator***,* September 2008–Present

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

* Processed background checks and coordinated drug screenings for more than 1,200 new hires.
* Expedited preparation and compliance of files to ensure deadline-critical readiness for health organization accreditation.

BORDERS BOOKS, MUSIC AND CAFE, Sarasota, Fla.

**Operations Supervisor***,* July 2007–September 2008

**Bookseller***,* April 2004–July 2007

EDUCATION

**Human Resources Management Certificate** (2005)

University of South Florida, Tampa, Fla.

**College Accounting 101** (2003)

Sarasota City College, Sarasota, Fla.

**Certificate of Part 1 of Legal Executives Exam** (2003)

Bromley Technical College, United Kingdom