

JULIE ARNOLD

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OBJECTIVE

Highly motivated professional seeking a position in the field of Human Resource Management as **[insert target job title]**

SUMMARY OF QUALIFICATIONS

- Excellent communication and interpersonal skills that build strong professional relationships with colleagues and highly effective business interactions with clients
- Solid academic foundation in Human Resources supplemented by practical experience working in the field and a resolved eagerness to further professional development
- Exceedingly proficient with work-related computer technology such as Microsoft Office

EDUCATION

Bachelor's Degree in Human Resource Management

DeVry University, [City], [State]

Expected: [Year of Expected Graduation]

Associate Degree in Liberal Arts/Science

Queens Borough Community College, Bayside, NY

2007

PROFESSIONAL EXPERIENCE

Staff Coordinator

Axis Point Alternative Solutions, Inc., [City], [State]

Aug 2008 – Present

- Process employment applications from recruitment to contract closing stages
- Screen resumes and conduct interviews to ensure that applicants fit job descriptions
- Launch online recruitment vehicles through internet job boards
- Manage employee records and work schedules
- Conduct research on human resources-related issues as assigned by superior

Sales Associate

GNC [City], [State]

Feb 2005 – Jul 2008

- Provided excellent customer service through initiating cordial contact with clients, providing information and addressing client concerns, and resolving emergent issues
- Operated the cash register, managed sales receipts and processed returns
- Maintained and restocked inventory

REFERENCES

Available upon request