**FIRST LAST NAME**

123 Street Avenue, Miami, FL 33199 (305) 123-4567 email@fiu.edu

**SUMMARY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

College senior with proficiency in Human Resources, including organizational development, bilingual performance, and interpersonal skills. Results-driven professional with a history of contributing to company goals.

**EDUCATION AND CERTIFICATIONS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**[NOTE: DO NOT LIST HIGH SCHOOL]**

**Florida International University,** Miami, FL Expected: 2023

Bachelor of Science in Criminal Justice

**Florida Career College**, Pembroke Pines, FL December 2019

Office System Technologist Certificate

**EXPERIENCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**[NOTE: IF NO WORKING EXPERIENCE, CAN INCLUDE VOLUNTEER WORK (SCHOOL OR COMMUNITY, EVEN FROM HIGH SCHOOL. INTERNSHIPS]**

**International Sales Leader** January 2017 - Present

*The Home Depot*, Hollywood, FL

* Assist leadership and HR Associate Support Supervisor in personnel functions
* Provide “Excellent Customer Service” training programs for 300+ associate engagement
* Manage the coordination of 7 key departments
* Reduce store cost and liability

**Bilingual Personnel Staffer** April 2016 - January 2017

*Legacy Personnel Group*, Fort Lauderdale, FL

* Executed interviews, recruitment, salary and contract negotiations
* Hosted employee orientations, company client’s check-in
* Rendered benefits packages and training programs meeting agency and legal compliance requirements on time
* Assisted in key areas such as timesheets, payroll processing, and Personnel Action Forms (PAF’s)
* Recognized as an agile learner and innovator with work initiatives in thorough staffing systems

**AWARDS AND RECOGNITION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* District Manager Homer Award- Exceptional Exports Service and Client Retention November 2017
* Store Manager Homer Award- Superior Leader and Innovative Coordinator June 2016
* Company CEO Homer Award- Great Customer Service and Valuable Company Asset February 2015

**[ NOTE: OTHER AREAS THAT CAN BE INCLUDED TO FILL ONE PAGE: SKILLS, EXTRACULLIRCULAR ACTIVITIES, ETC.]**