

I am a:

Reliable, success-driven and competent professional, with over 10 years' hands-on experience in executive administrative clerical and human resource support tasks. In depth knowledge of a variety of organizational and governmental policies and procedures, proficient in supervising and project management, excellent verbal, written communication and conflict resolution skills. Dedicated to utilize my skills, knowledge, and experience in the field of human resource administration by working effectively and consistently.

- Human Resource Administrative Support
- Office Management
- Project Management

Contact Information:

Phone: (310) 352-6209

Email: mzzvee04@yahoo.com

Web: <http://vgprofessionaladmnhrsupport.weebly.com>



Veronica Gates
1120 West 155th Street, Apt. 33
Gardena, CA 90247

Professional HR Administrative Support



Veronica Gates

SAMPLE

Table of Contents

Cover Letter	1
Competencies	2
Relative Experience	3
Professional Experience	4
Education	4
Professional & Academic Affiliations	4
Comprehensive Proficiencies	5

Specified Proficiencies

Administrative Assistant Skills



Reporting skills, Administrative writing advanced skills, Microsoft Office Advanced Experience, Managing office processes, Analyzing, interpreting and communicating organizational information, Professional representation of Employer at all times, Problem Solving skills, Supply management, Inventory control and strong communication skills.

Office and Employee Management



Supply Management, Informing Others, Tracking Budget Expenses, Work Assignment Delegation, Staffing, Managing Organizational Processes, Employee Supervision, Developing Standards, and Promoting Process Improvement, Staff Training, Strong Organizational, Customer Service, and Conflict Resolution skills and Conduct New Hire Orientation (clerical staff).

Project Management



Manage the planning, implementation, and tracking of short and long-term projects which has a beginning, an end and specified deliverable date.

specified deliverable.

SAMPLE

Professional Experience

Human Resource Manager (Internship) *07/2014-Present*
Designer Original Magazine

Student *03/2012-Present*

HR Intern *02/2014-4/2014*
Torrance Memorial Medical Center

Front Office Supervisor *10/2000-06/2011*
South Bay One Stop
Business & Career Center, Inglewood

Education

Bachelor Degree in Business Science *12/2014*
Human Resource Emphasis
University of Phoenix
Overall GPA: 3.73

Professional & Academic Affiliation

- Delta Mu Delta International Honor Society
- Lambda Sigma Chapter-University of Phoenix
- Society of Human Resource Management – SHRM
- Project Management Institute – PMI

Cover Letter

I am a detail-oriented professional, comfortable at multi-tasking, with more than 10 years' experience in management, project management, collaborative team projects, public and customer service, and implementing administrative systems, policies and procedures.

I am skilled in a variety HR functions, i.e. recruitment and on-boarding of new employees, as well as possess a high proficiency in a variety of word processing and database programs. I have extensive experience working in city Municipality providing the public with detailed information and services regarding federally subsidized job placement and career enhancement programs available within their community.

I am a multifaceted self-starter and I work effectively with executives, co-workers and the public.

If the opportunity is made available for me to secure a position with your company, you will discover I am reliable, enthusiastic, and I work well under minimum to no supervision.

I have great conflict resolution skills and I am not intimidated by demanding environments. I would appreciate the opportunity to contribute to your company's continual success.

SAMPLE

Competencies Overview

Over ten years supervisory & customer service experience; Well-organized and efficient; Works well in a high pressure environment; Professional demeanor; Major strengths in planning, problem solving and communication; Strong training skills; Teamwork collaboration; Skilled with computer systems and software: i.e. MS Office (Excel, Word, PowerPoint, Access & Outlook); Skilled at organizing complex projects, defining project priorities, and delegating tasks; Skilled at encouraging others and developing rapport, confidence, perseverance, and vision promote success. Typing and Transcription 60 wpm, light bookkeeping and payroll experience.

“Veronica’s experience, organizational skills and great customer service will make her an invaluable asset to any organization.”

C. Springfield, EDS II

Relative Experience

- Responsible for supervising, interviewing, and recruiting of clerical staff and maintaining department inventory for four locations for seven years;
- Delegated and monitored clerical, administrative and secretarial responsibilities and tasks among office clerical staff for 10 ½ years;
- Manually prepared payroll for electronic entry;
- Processed and maintained employee I-9’s, W-2’s, W-4’s , department worker compensation claims, leave requests, and all confidential personnel files
- Coordinated office staff activities to ensure maximum efficiency;
- Evaluated and managed staff performance;
- Assist Program Coordinator with client training, auxiliary requests and payroll (check distribution);
- Establish and Maintain a Variety of Electronic and Manual File Systems;
- Organized orientation and onboarding of new clerical staff members;
- Preparation of Government Audits/Program Re-certification;
- Interpret Government Programs and Organizational Policy and Procedures to public and partner agency inquiries;
- Completed requisition forms to order supplies for departments and partner agencies;
- Checked in merchandise, matched purchase orders to requisitions and distributed merchandise to the appropriate departments and partner agencies;
- Organized and maintained inventory store room;
- Used excel spreadsheets to ensure inventory supply levels were maintained at all times; i.e.; logged all items received, distributed, and backordered;
- Processed invoices for payment;
- Prepared department and staff orders from stock and deliver according to specific instructions.

SAMPLE