**Kelly R. Jones**

123 Main Street, Apt. 101

New York, New York 10001

Mobile: 202-555-1234

kellyjones@example.com

**Objective**

Human resources representative position in the Cleveland area.

**Summary**

* Human resources internship with JP Morgan Chase
* Magna Cum Laude graduate with BBA in Human Resources
* Proficient with MS Office, IBM Lotus Notes, Windows and the Internet

**Education**

**Bachelor of Business Administration in Human Resources, May 2023**

**Illinois State University, Normal, Illinois**

Graduated Magna Cum Laude with a GPA of 3.6 on a 4.0 scale

**Courses included:**

Human Resources Management Labor Relations

Personnel Law I & II Corporate Communications

Management Theory Human Relations

Industrial Psychology Union-Management Relations

**Experience**

**Human Resources Internship, June 2022-August 2022**

**JP Morgan Chase, Columbus, Ohio**

* Supported corporate recruiting for retail banking operations in Columbus, Cleveland, Dayton, and Akron
* Responsible for developing position requisitions based upon manager requests and developing a sourcing plan
* Developed advertising program and conducted first-level interviews to screen for appropriate job candidates
* Refined Internet sourcing strategy, including developing automated posting of jobs at corporate Web site as well as other commercial job sites

**Office Assistant, May 2021-August 2021 and May 2020-August 2020**

**First Commercial Credit Union, Anytown, Ohio**

* Responsible for processing of monthly statements and balance inquiries
* Developed formal system for employee file documentation
* Wrote internal management guidelines for employee disciplinary policy

**Activities**

* Vice President, SHRM, Student Chapter, 2022-2023
* Member, SHRM, Student Chapter, 2020-2023
* Member of varsity volleyball team, 2021-2023

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