
HR Trainee Resume

Job Objective

To secure a position as HR Trainee with reputable company seeking dedicated and loyal employee.

Highlights of Qualifications:

- Profound knowledge about human resource policies
 - Excellent verbal and written communication skills
 - Strong administrative and organizational skills
 - Exceptional ability to act in a confidential and sensitive manner
 - Strong ability to work as part of a team
 - Excellent ability to work accurately, with good attention to detail
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Professional Experience:

HR Trainee

Federal Communications Commission, El Monte, CA

January 2009 – Present

- Referred issues to senior HR staff as required.
- Assisted departments with recruitment requirements.
- Interviewed and provided offers to potential candidates.
- Took part in compilation of market salary.
- Prepared and implicated HR policies and procedures.

HR Trainee

Simple Marketing Solutions, El Monte, CA

March 2004 – December 2008

- Helped HR Unit in maintaining documents of employees.
 - Organized and obtained appropriate approvals from delegated authorities.
 - Performed initiation of new staff.
 - Accompanied HR unit in monitoring attendance.
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Education:

Bachelor's Degree in Human Resources

Chapman University, Orange, CA

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