
Human Resources Officer Resume

Job Objective

Seeking employment as a Human Resources Officer in a position with an established organization.

Highlights of Qualifications:

- Wide working experience as human resource officer
 - Strong knowledge of Human Resource policies and procedures
 - Outstanding knowledge of database, spreadsheet and word processing applications
 - Strong ability to staffing problems, grievances and issues
 - Exceptional skill in organizational and time management
 - Exceptional written and verbal communication skills
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Professional Experience:

Human Resources Officer
MWH Global, Irving, TX
August 2005 – Present

- Carried out all duties pertaining to Organization's Human Resource activities.
- Worked with other departments to analyze human resource needs..
- Conducted job interviews and completed selection process in line with company's policies.
- Developed and implemented policies to manage employee's performance, improve working conditions and provide equal treatment to all.
- Initiated disciplinary action against non performing and underperforming staff
- Resolved all disciplinary and absenteeism issues and addressed employees grievances efficiently.

Human Resources Officer
Chenega Corporation, Irving, TX
May 2000 – July 2005

- Developed and executed HR related policies and procedures effectively.
 - Provided HR related assistance and advice to senior managers in a consultative environment.
 - Instituted policies regarding recruitment, personnel management and employee compensation.
 - Ensured consistency, transparency and accountability regarding HR matters.
 - Developed and implemented short and long term goals and objectives for HR department.
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Education:

Bachelor's Degree in Human Resource Management
Los Angeles Pierce College, Woodland Hills, CA

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