
Personnel Officer Resume

Job Objective

To secure a Personnel Officer position within a fast growing organization in which my expertise can help the organization meet their goals.

Highlights of Qualifications:

- Wide managerial experience in personnel management
 - Solid knowledge of personnel and Administrative Regulations and state employment laws.
 - Strong knowledge of occupational and labor laws
 - Proficient with compensation rules and practices
 - Superior ability to utilize resource materials to enhance human resource capability
 - Outstanding ability to organize training and support service activities
-

Professional Experience:

Personnel Officer
COLSA Corporation, Fort Worth, TX
August 2005 – Present

- Determined staffing needs through proper analysis and research
- Advertised vacancies, conducted tests and interviews to select staff for the organization
- Advised on matters pertaining to personnel policies and procedures.
- Assisted the department regarding staff performance and disciplinary matters.
- Provided all sorts of comforts and amenities to staff.
- Maintained and updated personnel records and human resource information systems.

Personnel Officer
Blackbird Technologies, Inc., Fort Worth, TX
May 2000 – July 2005

- Assisted management in understanding Administrative Regulations and Personnel Rules.
 - Provided interpretation and explanation on Memoranda of Understanding, federal laws, policies and procedures.
 - Developed and implemented departmental personnel procedures in line with Personnel Department policies.
 - Acted as departmental liaison to Personnel Department.
 - Recommended and implemented disciplinary policies and procedures.
 - Managed training and payroll activities as part of support services.
-

Education:

Bachelor's Degree in Human Resource Management
North Central College, Naperville, IL

[Build your Resume Now](#)