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https://www.100test.com/kao_ti2020/131/2021_2022__E8_8B_B1_E6_96_87_E7_AE_80_E5_c96_131747.htm Resume of Junjun Du

NameJunjun DuSexMaleBirthdayNovember, 8th, 1978NationalityHan dynastyEnglish

NameBoboNativeplaceBeijingTelephone010-12345678Present AddressNo.29 Beisanhuan Road, Xicheng District,

BeijingOBJECTIVE A career in Personnel

Management/Administration. PROFESSIONAL

EXPERIENCETENNESSEE PAROLE BOARD, Memphis, TN

1991-Present - Position : Director of Human Resources and Staff Development - Responsibilities : Develop and implement

policy.Provide leadership in the areas of personnel, payroll, labor relations, training, and affirmative action. Administer

personnel/payroll system to meet management and employee needs.

Consult with chairmen, Executive Director, managerial staff, and supervisors to ensure policy compliance with applicable statutes,

rules, and regulations. Advance agency Affirmative action plan.

Determine appropriate grievance procedures relief. resolve labor disputes. Act as liaison for regulatory agencies : EOHS, OER, DPA,

State Office of A.A., and PERA. Maintain staff training program.

Interface with Legal staff in dealing with progressive discipline and grievances. WILMONT INSURANCE CO.,Nashville,TN

1987-1991 - Position : Director of Human Resources

- Responsibilities : Maintained smooth work-flow.supervised claim

adjudication.performed claim payment internal audits.coordinated activity with reinsurance carriers. Hired/terminated, trained, oversaw, and delegated personnel. Determined technical decisions and payments. Responsible for computer maintenance(IBM Series I)and updating personnel files to ensure compliance with state/local regulations pertaining to holidays,vacations,etc. 1984-1987

- Position : Central Personnel Officer - Responsibilities : Coordinated statewide reclassification study. organized questionnaires, individual interviews and desk audits.

Evaluated/analyzed study data. rewrote job descriptions. prepared study package for legislative approval. Established related managerial files. Dealt with diverse personnel-related projects. EDUCATION

Milligan College,TN Course work in Personnel Management and Human Resources,1990-Present Tennessee Wesleyan

College,Nashville,TN B.A.Degree,Management,1980 Action verbs give job descriptions punch. Continuing education indicates

candidate ' s ongoing commitment to his/her career. 100Test 下载 频道开通 , 各类考试题目直接下载。 详细请访问

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