

经验丰富者求人事部门职位英文简历 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/131/2021_2022__E7_BB_8F_E9_AA_8C_E4_B8_B0_E5_c96_131769.htm 这份简历的求职意向是人事领域的职位，求职者想在此领域能够发挥他的所学和专长。此外，求职者也曾经有过多多年的人事助理工作经验

..... Steve Lee No.29 Beisanhuan Road, Xicheng District, Beijing(010)xxxx-xxxxstevelee@jxue.com

PROFESSIONAL OBJECTIVE A position in the personnel field in which my experience and education will have valuable application.

PROFESSIONAL EXPERIENCE VIRGINIA GENERAL

HOSPITAL, Suffolk, VA 1990-Present Assistant Personnel Officer

- Recruited and trained administrative and clerical staffs, ancillary and works department staffs, professional and technical staffs.
- Supervised Personnel Assistant, Personnel Clerk and Secretary.
- Organized, revised, expanded and managed induction program.
- Evaluated personnel.
- Conducted disciplinary and grievance interviews.
- Signed employees to contracts.
- Advised staff on conditions of employment, entitlements, maternity leave, etc.

SOUTHERN CHARM STORES, Roanoke, VA 1986-1990

Assistant Staff Manager - Recruited and selected employees.

- Hired personnel and referred for termination.
- Administered wages, salary and workmens compensation.
- Developed staff in various job descriptions.
- Performed inductions.
- Supervised personnel clerk.
- Served as interim Staff Manager at Raleigh.

EDUCATION YALE UNIVERSITY, New Haven, CT Bachelor of

Science in Sociology,1996 COOK COLLEGE,LOS Angeles, CA
Personnel Management Exams,1985 REFERENCES Available upon
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