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https://www.100test.com/kao_ti2020/131/2021_2022__E7_BE_8E_E5_BC_8F_E8_8B_B1_E6_c96_131891.htm JAMES R. LINK 137 East Meadow Lane Oakbrook, IL

18374(536)123-8652link@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 workmen's 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 request.

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