

地道英文简历模板：应聘人事管理 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__E5_9C_B0_E9_81_93_E8_8B_B1_E6_c96_131909.htm YOUR NAME 555

Mockingbird Lane, Apt 125, Everett, WA 98203 #8226.

yourname@jxue.com OBJECTIVE : Human Resource

Management / Meeting Planning / Accounts Payable PROFILE

: Seasoned Administrative Assistant / Office Manager with more than 18 years ' experience providing destination management, administrative support and office / staff management for expanding health care and consumer retail organizations. Core Competencies #8226. Meeting / Special Event Coordination #8226. Tax Filing Preparation#8226. Employee Benefits Management #8226. Office Procedure Development #8226. Staff Training #8226. Payroll Management / ADP / Continex #8226. MS Office / Peachtree/ QuickBooks #8226. Transcription / Dictaphone •. Medical Massage Therapy PROFESSIONAL EXPERIENCE SAND DOLLAR, CORP., Everett, WA 2001 Present Human Resource Assistant / Administrative Assistant Oversee federal and state civil rights compliances for 14 stores. Saved in excess of \$500,000 in possible law suits and fines, spearheaded the complete overhaul of office procedures and records management, to ensure security protocols. Report directly to the owner and serve as a gatekeeper, screening calls from the field, distributors and suppliers. Schedule monthly Manager ' s meetings and maintain and distributed detailed minutes for each meeting. Monitored manager work details,

and informed Owner of any challenges or red flags. Create, proofread and process all personnel records including: discipline and termination, liability insurance, personal information, benefits, tax records and medical files. Incorporate thorough knowledge of employment law, to work effectively with the legal department and store managers and employees. Maintain and oversee document control and scheduling. Recognized for adaptability skills and team support efforts. Regarded highly by colleagues for going “ above and beyond ” to ensure goals, timelines and effective employee/system management. HORIZON BEDDING, Everett, WA 2000 2001 Office Manager, Full Charge Bookkeeper Processed payroll for 30 employees using Peachtree accounting software. Computed and prepared corporate federal and state tax returns. Improved processes and procedures have been credited with significantly increasing efficiency without increasing costs. Placed customer orders, invoiced customers, prepared cash journals, general ledger control, all employee taxes and business taxes on quarterly basis. COLUMBIA LUTHERAN HOME, Seattle, WA 1999 2000 Accounting Assistant Prepared payroll for more than 135 employees using Continex and ADP software. Managed all employee records, Liability and Insurance claims, as well as unemployment benefit insurance. Processed all tax reports and filings, processed employee deductions and garnishments and oversaw the annual accounts payable disbursement of \$1.4 million, \$120,000 per month. NORDSTROM DEPARTMENT STORE, Seattle, WA 1991 1999 Sr. Administrative Assistant Accounts

Payable Receptionist Sales Associates Received several promotions in recognition of sound bookkeeping, records management and staff relations skills Coordinated special employee recognition and holiday events for more than 500 employees. Oversaw all aspects of event management including: budget preparation, employee notifications and registrations, site/venue selection as well as all logistics planning and catering. Provided administrative support for six departments. Served as an information clearinghouse, scheduled appointments/conference calls, made travel arrangements, provided information to clients, organized and maintained paper and electronic files, managed special projects/events, and produced correspondence. Managed accounts payables in excess of \$1.3 million in annual expenses, \$75,000 - \$150,000 per month. Worked closely with vendors to oversee accounts payable, negotiate payment arrangements, purchase equipment and ensure prompt delivery. Coordinated Managers ' meetings, prepared documentation for presentations, maintained meeting minutes and agendas. Served as central communications liaison for the Communications Department, Human Resource Department, Store Planning and Facilities Management. JOHNSON CONTROLS, Bellevue, WA 1986 1991 Accounts Payable Manager Payroll Clerk Managed payroll for 85 fulltime, part-time and 1099 contractors. Oversaw the processing and management of all personnel documents, benefits management and saving incentive programs. Worked closely with union Shop Stewarts and processed union due deductions. Filed highly sensitive documents on time and accurately with the courts

and appropriate state, federal and private offices. . EDUCATION
AND ONGOING PROFESSIONAL EXPERIENCE Licensed
Massage Practitioner, Ashmead College of Massage, November,
2003 Business Administration, Seattle Central Community College,
1995 1997 Advanced study in MS Excel, Internet Research and
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