

KELLY R. JONES

123 Main Street, Apt. 101
Cleveland, OH 44301
202. 555.1234
jones@email.com

OBJECTIVE

To obtain a Human resources representative position in the Cleveland area

EDUCATION

Stark State College, North Canton, Ohio
Associate of Applied Business, Human Resources May 2016

- Dean's List: Spring 2014

COURSE WORK IN MAJOR

Human Resources Management	Labor Relations
Personnel Law I & II	Corporate Communications
Management Theory	Human Relations
Industrial Psychology	Union-Management Relations

WORK EXPERIENCE

Human Resources Internship
JP Morgan Chase, Columbus, Ohio June 2015-August 2015

- Supported corporate recruiting for retail banking operations in Columbus, Cleveland, Dayton, and Akron
- Responsible for developing position requisitions based upon manager requests and developing a sourcing plan
- Developed advertising program and conducted first-level interviews to screen for appropriate job candidates
- Refined Internet sourcing strategy, including developing automated posting of jobs at corporate Web site as well as other commercial job sites

Office Assistant
First Commercial Credit Union, Anytown, Ohio May 2014-August 2014 - May 2013-August 2014

- Responsible for processing of monthly statements and balance inquiries
- Developed formal system for employee file documentation
- Wrote internal management guidelines for employee disciplinary policy

ACTIVITIES

- Vice President, SHRM, Student Chapter, 2015-2016
- Member, SHRM, Student Chapter, 2013-2016
- Member of varsity volleyball team, 2014-2016