

KURT MORSE

123 MAIN AVE, LONG BEACH, CA 90712 (415) 555-5555 EXAMPLE@EXAMPLE.COM

PROFESSIONAL SUMMARY

HR Coordinator who brings 2 years developing efficient payroll and benefits processes within corporate human resources settings. Adept at learning new industry laws and standards, as well as incorporating relevant best practices into new planning and coordination.

SKILLS

- Benefits and payroll coordination
- Society for Human Resource Management
- Time management
- Superb interpersonal skills
- Detail-oriented
- Payroll processing

WORK HISTORY

JANUARY 2018-CURRENT

Human Resources Coordinator | VXi Global Solutions LLC | Long Beach, CA

- Coordinate employment offers with management and extended offers to selected candidates.
- Research all payroll, COBRA, disability and FMLA issues.
- Review and confirmed that all final paid hours corresponded with timesheets and state laws.
- Collaborate with the curriculum coordinator on annual updates of the staff handbook.
- Gather personnel records from all employees from each department.

JUNE 2016-DECEMBER 2017

Front Desk Receptionist | Properties International | Pasadena, CA

- Collected, sorted, distributed mail and prepared mail, messages, or courier deliveries.
- Answered the phone by the second ring and greeted callers enthusiastically.
- Performed basic bookkeeping activities and updated the accounting system.

EDUCATION

2016

Bachelor of Science: Human Resources Management
California State University - Long Beach, Long Beach, CA

Resumes For Better Jobs

Robin Kessler, Linda A. Strasburg



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