**MANAGER RESUME**

Jane Applicant

123 Main Street

Sarasota, Florida 12345

(123) 456-7890

jane.applicant@email.com

**Skills Summary**

* Communication: Award-winning customer service skills. Deals with internal and external customers at all levels via telephone and email to ensure successful communication through active listening and thoughtful questions.
* Problem Solving: Resolves in-depth queries in a methodical manner, independently and with internal and external business partners, to find appropriate resolutions and efficiencies.
* Team Player: Enjoys sharing knowledge and encouraging the development of others.
* Planning and Organizing: Refined planning and organizational skills that balance work, team support, and ad-hoc responsibilities in a timely and professional manner.
* Systems Knowledge: Peoplesoft and Oracle.  Experience in preparing and analyzing reporting data for management accurately and to timescales.

**Professional Experience**

**Asbeth Medical Services, Sarasota, FL, HR Coordinator, March 20XX-Present**

* Collaborated with each office territory and developed processes to enable compliance and recruitment of national field employees following medical client guidelines and contracts.
* Processed background checks, coordinated drug screenings, and expedited training.
* Proactively monitored employee files for monthly compliance requirements.

**Borders Books, Music and Café, Sarasota, FL, Interim Operations Manager, November 20XX-March 20XX**

* Supervised, coached, trained, and counseled staff of 50 employees.
* Recruited and scheduled staff to ensure balanced coverage throughout the store.
* Adapted and revised weekly schedule.

**Education & Credentials**

Human Resources Certificate, 20XX

Sarasota City College, Sarasota, FL

**Systems Experience**

Advanced skill in Peoplesoft and Oracle