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| **JANET KING**  Bookkeeper Resume | | |
| **CONTACT INFORMATION**  Philadelphia, PA  (910) 555-2332  jking@example.com |  | **EMPLOYMENT HISTORY**  **SENIOR HUMAN RESOURCES MANAGER**  TOYS R US, PHILADELPHIA, PA 2011 - PRESENT   * Performed benefit administration, including STD and FMLA counseling. * Lead Human Resources Business Unit for Central United States; comprised of 13 states, 6 districts and 44 stores. * Provided human resources baseline decision-making consistencies to management partners for policy and practices administration. * Coached managers and staff in human resources policies and procedures and employee relations.   **HUMAN RESOURCES GENERALIST,**  TOYS R US, PHILADELPHIA, PA 2005 - 2011   * Set up and maintain all new hire paperwork and hourly Team Member personnel files. * Performed background checks on potential new hires. * Schedule and facilitate new employee orientation which includes the relaying of key company policies and procedures. * Provided general support to the HR department by completing administrative tasks. * Created and implemented exit interview process.   **RECRUITER, PACIFIC ARCHITECTS AND ENGINEERS,**  COLLEGE PARK, MD 2002- 2005   * Network with potential candidates for future business needs and identify other areas of the business that could use candidate's qualifications * Identified potential candidates for open positions by reviewing submitted and sourced r sum s that fit company needs and corporate culture. * Conducted on average 10+ interviews and 300 outgoing/incoming calls weekly with potential candidates. * Acted as clinical RN for this assisted living facility as needed. * Developed cross functional teams to involve the line managers in the recruitment process.   **HUMAN RESOURCES RECRUITER,**  PACIFIC ARCHITECTS AND ENGINEERS, COLLEGE PARK, MD 2000 - 2002   * Implemented policies and procedures to ensure employee satisfaction and productive business operations. * Provided full cycle recruiting for various positions in Accounting, Marketing, Human Resources, IT, and administrative departments. * Reviewed 100 resumes weekly to match candidates for potential open positions. |
| **EDUCATION**  **BACHELOR'S DEGREE HUMAN RESOURCES MANAGEMENT,**  1991 - 1994  University of Maryland - college park  College Park, md |  |
| **SKILLS**   * Business Leaders * Potential Candidates * Twitter * Organizational Development * JR * Performance Management * Human Resources * ADP |  |