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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.
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| **EDUCATION****BACHELOR'S DEGREE HUMAN RESOURCES MANAGEMENT,**1991 - 1994University of Maryland - college parkCollege Park, md |  |
| **SKILLS*** Business Leaders
* Potential Candidates
* Twitter
* Organizational Development
* JR
* Performance Management
* Human Resources
* ADP
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