**REGINA R. REDBIRD**

1400 University St. · Anytown IL 55555 · (555) 555-5555 · rrredbird@nonisue-mail.com

**SUMMARY OF QUALIFICATIONS**

* Highly skilled personnel manager with 10 years’ experience hiring, training, and managing diverse teams
* Professional written and interpersonal communication skills developed through weekly report writing, supervision, and training of staff
* Strong organizational and problem-solving skills
* Successful ability to simultaneously manage multiple tasks

**PROFESSIONAL EXPERIENCE**

**Human Resources Associate Director** 20xx-present

*ABC Company,* Schaumburg IL

* Manage personnel, finance, and automated systems activities
* Establish goals and objectives and set priorities for accomplishing overall organizational functions
* Assist supervisor in establishing and implementing unit and individual training goals and objectives
* Review completed personnel actions to ensure all policies and procedures are closely followed
* Assist department director with strategic planning and establishment of unit action plans
* Process background checks, coordinate drug screenings and expedite preparation of files

**Regional Human Resources Manager** 20xx-20xx

*XYZ Company,* Chicago IL

* Managed HR functions for 15 office locations and collaborated with corporate office to implement core programs
* Prepared and processed personnel files and payroll; maintained records and files
* Established performance management system for sales and recruitment process guidelines
* Served as principal administrator responsible for performance of a variety of technical, analytical, advisory, and coordinating duties for the director

**EDUCATION**

**Bachelor of Science in Business Administration** May 20xx

*Illinois State University, Normal IL*

**CONTINUING EDUCATION**

Certificate – Innovation and Change Management – Northwestern University School of Continuing Studies

Attended multiple seminars on management and leadership through the Management Association including goal-setting, conflict resolution, and mentoring

**PROFESSIONAL AND COMMUNITY AFFILIATIONS**

Human Resources Management Association of Chicago, 20xx-present Management Association, 20xx-present

Boys and Girls Club of Chicago, Board Member, 20xx-present

City of Chicago Neighbourhood Economic Development Award, 20xx

**SKILLS**

Computer: Proficient in Microsoft Office, SPSS, PageMaker, and Dreamweaver

Languages: Conversational Spanish