**NO EXPERIENCE RESUME FOR HR COORDINATOR**

Breanna Wallace

City, State, Zip Code

Home: 000-000-0000

Cell: 000-000-0000

email@email.com

**Professional Summary**

Business graduate seeking career change to human resources. Experienced in conducting administrative duties and employee management. Able to provide comprehensive planning organization and budget management.

**Core Qualifications**

* Logistics & coordination
* System management
* Employee management
* Problem solving
* Independent
* Data management

**Work & Volunteer experience**

**Administrative Assistant2/1/20XX – 7/1/20XX, Company Name City, State**

* Provided logistical support for company events conferences correspondence and sales.
* Facilitated completion of office duties processed and retrieved customer information.
* Managing client inquiries resolving issues and validating transactions.Event Volunteer June 000-000-0000Cityland Fair – City, State
* Organized presentation of fair events and attractions assisted in setting up venue’s food/beverage services.
* Provided customer service duties including responding to questions and providing directions.
* Prepared food and beverages coordinated with other volunteers to facilitate service.

**Education**

High School Diploma 20XX – 20XX

High School Name City, State