

HR Assistant

Ava Johnson

Professional summary

Dedicated and detail-oriented recent graduate with a Bachelor's in Human Resources and strong communication skills. Eager to apply foundational knowledge in HR operations and employee relations in a supportive HR Assistant role.

Experience

HR Intern

May 2023 - August 2023

Horizon Talent Solutions / Chicago, IL

- Supported HR team with data entry, document filing, and employee record management, ensuring accuracy and compliance with company standards.
- Assisted in scheduling interviews, coordinating candidate assessments, and updating job descriptions.
- Helped onboard new hires by preparing orientation materials, conducting initial paperwork, and setting up employee profiles in Workday.
- Maintained confidentiality while handling sensitive employee data.

Customer Service Representative

June 2021 - April 2023

Walgreens / Chicago, IL

- Provided assistance to customers, resolving issues and managing escalations while maintaining a high customer satisfaction rate.
- Collaborated with team members to maintain accurate records of transactions and customer concerns in company systems.


Extracurricular Activities


Volunteer Coordinator


January 2022 - Now

Chicago Cares, Chicago, IL

- Organized and led volunteer efforts in community improvement projects, coordinating schedules and managing communication for a team of 20 volunteers.
- Developed skills in team leadership, time management, and interpersonal communication.

 (312) 555-7890

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 Chicago, IL

Links

LinkedIn: /in/avajohnson


Education


Bachelor of Science in Human Resources

DePaul University, Chicago, IL


- GPA: 3.6
- Graduated: May 2024


Skills


Microsoft Office Suite (Excel, Word, PowerPoint) 

HRIS (Workday, BambooHR) 

Recruitment coordination 

Data entry and report generation 

Employee onboarding and documentation 

Strong organizational and communication skills 

Courses

SHRM Essentials of HR Certificate

May 2024

Microsoft Excel Specialist

April 2024