



Colin Lee

HR Generalist

CONTACT

(470) 555-5678

colinlee@email.com

Atlanta, GA

EDUCATION

Bachelor of Arts in Human Resources Management

Georgia State University, Atlanta, GA

- Current GPA: 3.8
- Expected graduation: May 2025

Certifications

- SHRM Foundation HR Internship Certificate, August 2024
- Google Project Management Certificate, April 2024

LINKS

LinkedIn: /in/colinlee

PROFESSIONAL SUMMARY

Driven and adaptable student with internship experience in HR policies and compliance. Seeking an HR Generalist role to contribute to employee relations, recruitment support, and data management within a collaborative environment.

SKILLS

HR Policies and Procedures ★★★★★

Recruitment and Employee Onboarding ★★★★★

HRIS (Workday, ADP) ★★★★★

Conflict Resolution and Employee Relations ★★★★★

Compliance and Documentation ★★★★★

EXPERIENCE

Human Resources Intern 2024 - 2024

OmniTech Solutions, Atlanta, GA

- Assisted HR Generalist in managing employee inquiries, conducting exit interviews, and handling HR documentation.
- Conducted background checks, processed employment offers, and supported the recruitment process by posting job openings and screening candidates.
- Collaborated with HR team to update policies in compliance with local labor laws and company standards.

Office Assistant 2020 - 2022

Staples, Atlanta, GA

- Provided office support by managing filing, organizing employee records, and assisting with document preparation for HR projects.
- Responded to employee and customer inquiries in a timely manner, ensuring high levels of satisfaction and professional service.

PROFESSIONAL DEVELOPMENT

Human Resources Workshop Participant (March 2024)

Georgia Society for Human Resource Management

- Participated in a comprehensive workshop covering HR compliance, employee engagement strategies, and effective communication techniques in HR.