Next Step / Mid-Career Sample # 2

Doug Masters

1871 Old Main Drive, Shippensburg, PA 17257 (717)555-1829

dm@hotmail.com

Profile should mention number of years of experience and a summary of strongest skills and personality traits.

List of accomplishments is well-defined and demonstrates measurable past successes in a

Past success= future success

variety of ways.

Detailed, thorough list of HR skills and abilities.

Experience broke into two sections: Human Resource Experience and Administration Experience makes resume easy to read

Profile

Human Resources professional with over 10 years of experience in recruitment, employee relations, benefits administration, orientation, training, performance management. Known as a conscientious professional with excellent communication, interpersonal and organizational skills.

Major Accomplishments

Developed peer-to-peer recognition program which reduced turnover by 50%

Increased recruitment of college graduates by 25%

Reduced yearly benefit costs by \$50,000

Successfully led renovation and move project of 80 person office on-time and within budget

Negotiated contracts with furniture and office suppliers, saving 15% off retail price

Received Recipient of Excellence Award/ President's Award

Human Resources Experience

AUL Reinsurance Management Services, Dallas, TX

Administrative Manger: Dual role of HR Manager and Office Manager, 1990-2002

Human Resource Manager

Conducted recruitment efforts for all exempt and nonexempt personnel

Developed and implemented New Employee Orientation program

Administered performance evaluation program

Developed, recommended and implemented HR politics and procedures

Coordinated and hosted monthly open-forum all employee meetings to address questions and concerns

Maintained organizational charts and personnel files

Administrative Experience

AUL Reinsurance Management Services, Dallas, TX

Administrative Manger: Dual role of HR Manager and Office Manager, 1990-2002 **Office Manager**

Supervised 1 Administrative Assistant: coached and mentored work supporting Executive Office and 3 Senior Mangers

Supervised front desk clerical operations

Managed maintenance of 5,000 square foot office space to include planning and purchasing of all office furniture and fixtures

Planned company-wide events including senior management meetings, annual picnic, and incentive functions

Note name only and Page 2 on the top of the second page. Important if pages become separated.

List includes professional certification, certificate work, and academic degrees.

Professional memberships are relevant to career goals.

Volunteer work is mentioned and shows a different side of a person.

Doug Masters

Page 2

Attention Health Division, Dallas, TX **Marketing Assistant:** 1985-1990

Assisted Marketing Executive in management and distribution of health insurance marketing materials

Met with agents of New England region to plan marketing support

Worked with other administrative personnel to accomplish organizational goals

Education & Training

Bachelor of Science Degree in Psychology, Concentration in Organizational Development, Shippensburg University, Shippensburg, PA (1985)
Professional in Human Resources, Human Resource Certification Institute
Human Resource Management Certificate

Professional Affiliations

Society for Human Resource Management Human Resource Association of Central TX Human Resource Association of Dallas Employee Assistance Professional Association

Activities

Volunteer, Students and Adults in Literacy, Dallas, TX **Leader**, Boy Scouts of America, Dallas, TX