

****This is sample resume** The information on this resume is not real**For Educational purposes only****

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Elizabeth F. Rivers

Objective

To use my previous experience and skills working in human resources

Experience

2007- 2010 Hilton Garden Dallas, Texas

H.R. Assistant

- Performed background checks and drug tests, conducted New Hire Orientation and the enrollment of benefits.
- Led trainings, managed confidential employee situations and information.
- Performed terminations and prepared awards for the "employee of the month"

2004-2007 Disney Land Anaheim, California

Photographer

- Greeted people at the Magic Kingdom Park
- Took pictures at the Princess Castle
- Printed pictures for customers

Education

1981 Central High School Mexico City, Mexico
Graduated, High School Diploma

1996 St. John's University Mexico City, Mexico
Received, Associate Degree in Business Administration

2007 Universal Technology Dallas, Texas
Received, Interior Design (certificate)

Skills

Computer: Word Excel, Microsoft Word, Internet, Power Point Presentations.

Clerical Work: Scanners, copy machine, printer, file, calculator

Languages

Native Spanish speaker

High level of English ability

Completed many English classes at OSU

References

Carmen Bossy	Hilton Garden (Boss)	(918) 555-5555
Jimmy Teacher	OSU (English Teacher)	(918) 222-2222
Jorge Pastor	Hispanic Church (Pastor)	(918) 222-3333
Victor Engineer	Park Inn Hotel (Chief Engineer)	(918) 444-3322