# 助理的个人英文简历范文

来源：网络 作者：玄霄绝艳 更新时间：2024-06-28

*ASSISTANT PERSONNEL OFFICER （人事助理简历范文）PROFESSIONAL EXPERIENCEVIRGINIA GENERAL HOSPITAL,Suffolk,VAAssistant Personnel Off...*

ASSISTANT PERSONNEL OFFICER （人事助理

简历

范文）PROFESSIONAL EXPERIENCEVIRGINIA GENERAL HOSPITAL,Suffolk,VA

Assistant Personnel Officer,1990-PresentRecruited and trained administrative and clerical staffs,ancillary and works department staffs,professional and technical staffs.

Supervised Personnel Assistant,Personnel Clerk and Secretary.

Organized,revised,expanded and managed induction program.

Evaluated personnel.

Conducted disciplinary and grievance interviews.

Signed employees to contracts.

Advised staff on conditions of employment,entitlements,maternity leave,etc.

SOUTHERN CHARM STORES,Roanoke,VA

Assistant Staff Manager,1986-1990Recruited and selected employees.

Hired personnel and referred for termination.

Administered wages,salary and workmen\'s compensation.

Developed staff in various job descriptions.

Performed inductions.

Supervised personnel clerk.

Served as interim Staff Manager at Raleigh.EDUCATION

YALE UNIVERSITY,New Haven,CT

Bachelor of Science in Sociology,1996COOK COLLEGE,LOS Angeles,CA

Personnel Management Exams,1985REFERENCES

Available upon request.Clean layout makes resume easy to read.

Unrelated work experience is omitted.

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