

# MAXINE KENT

---

12345 Birch Street  
West Creek, Mississippi 98955

(555) 555-5555  
maxinekent@abc.com

---

## Professional Profile

HUMAN RESOURCES MANAGER with solid skills in HR administration, policy and procedure development, traditional and electronic recruiting, hiring, training, employee relations, corporate communications, contract management, and affirmative action.

- Capable leader / motivator with record of success managing personnel and projects in a fast-paced, high pressure environment.
- Solid knowledge of state and federal employment / unemployment laws, EEOC, ADA, and OSHA regulations.
- Proactive manager with well-developed interpersonal and communication skills.
- Computer literate. Proficient with Windows, Microsoft Word, Microsoft Excel, and HRIS systems.

## Special Projects

- Authored employee handbooks for three companies.
- Implemented custom HRIS system to coordinate resource allocation and staff scheduling.
- Developed and implemented policies, procedures, and initiatives that improved customer relations and dramatically reduced staff turnover.

## Experience

WEST REHAB – West Creek, Mississippi

### **Human Resources Manager** (1998-2005)

Directed and managed staffing for 22 separate facilities. Recruited, hired, and trained staff. Supervised five staffing coordinators and assumed responsibility for all HR management functions.

- Improved company profits through effective management of human resources.
- Conducted interviews, screened applicants, and oriented newly hired staff.

ADVO STAFFING – West Hanson, Mississippi

### **Onsite Coordinator / Partnership Manager** (1994-1998)

Managed operations and supervised staff at three locations. Hired, trained, supervised, and evaluated 24 on-site coordinators. Functioned as primary liaison between client companies and upper management. Assisted with contract negotiation and recruiting.

- Managed contract staff programs at individual client sites. Sourced and placed personnel through in-house recruiters, advertisements, traditional and Internet recruiting, and job fairs.
- Oversaw benefits enrollment, payroll, performance appraisals, employee relations, contractor terminations, exit interviewing, recognition programs, co-employment issues, and safety audits.
- Managed personnel records for 280+ employees.

RTF SECURITY SERVICES – Seattle, Washington

### **Site Supervisor** (4/83-8/90)

Managed personnel functions. Screened applicants, conducted initial interviews, and made hiring recommendations. Prepared performance appraisals and maintained employee records. Led on-the-job training sessions and utilized state-of-the-art testing methods.

*(Continued)*