

Clair Denise Baker

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OBJECTIVE

A dynamic college graduate with strong communication skills and experience in human resources seeking an entry-level position as a recruiter or a Human Resources Specialist

PROFILE

- Detail oriented, able to show discretion and multi-task in a fast-paced environment
- Self-motivated, able to work alone or in a team setting
- Strong analytical and computer skills; MS Word, Excel, Access, Power Point, Front Page, Adobe programs, Ceridian, and web-based research

EDUCATION

University of Maryland, Baltimore County (UMBC) GPA: 3.50, Semester Honors
BA in Psychology (May 20xx) with Personnel & Industrial Psychology Certificate

EXPERIENCE

Human Resources Intern – Ritz Camera Centers, Inc. *January 20xx – May 20xx*
Beltsville, Maryland

- Developed compliance system with the federal and state posting requirements in 1200 stores nationwide
- Conducted full life cycle recruitment and successfully filled ten corporate positions
- Assisted in recruitment process for other corporate and retail positions; received requisitions, searched resumes online, posted positions on print/online media, attended career fairs, scheduled and conducted interviews, and checked references
- Composed training materials on recruitment for the national manager's training
- Created and consolidated various reports such as benefit arrears, employee cases, unemployment claims, and exit interview results

Human Resources Intern/Assistant – Lutheran Immigration and Refugee Service (LIRS) *April 20xx – January 20xx*
Baltimore, Maryland

- Managed national and international recruitment starting from receiving requisitions and composing job ads to scheduling interviews
- Compiled materials for new hire orientation
- Maintained new hire paperwork and employee files
- Assisted in benefits administration
- Managed attendance of LIRS and Lutheran World Relief (LWR) employees by utilizing Excel, Access, Ceridian, and intranet.
- Conducted analysis and reconciliation of employees' records

Receptionist/Assistant – Eastside Training Centers *September 20xx – April 20xx*
Baltimore, Maryland

- Managed front desk administration including walk-ins and multi-line phone system
- Provided customer service for students and instructors; received tuition payments, managed class administration, attendance database, and exam registration
- Assisted with editing the sonogram program's website and generating reports on survey results

OTHER EXPERIENCE

General Affairs Manager – AAJ Corporate Communications *July 20xx, April 20xx*
Jakarta, Indonesia

Note: Contracted through AAJ Corporate for United Nations Development Program (UNDP)

- Managed twelve liaison officers and one assistant
- Coordinated registration, press check-in, and information desks
- Handled press releases, VIP guests, and public relations
- Assisted with event planning

ACTIVITIES

- Member of the Society of Human Resources Management.
- Member of the University of Baltimore Human Resources Society