

MAGGIE BROWN

16271 Redwood Lake Rd
Waterloo, ON N2R 1X5

Home: (909) 555-3201
Cell: (909) 555-3722

OBJECTIVE: An entry-level position in human resources or a related area

EDUCATION:

Bachelor of Arts, Psychology

University of Waterloo, Waterloo
Overall GPA: 3.8

March 20xx

Relevant Courses:

Marketing, Consumer Behavior, Personnel Management, Industrial/Organizational Psychology, Personality, Social Psychology, Managing Workforce Diversity, Organizational Development

EXPERIENCE:

Human Resources Intern

CIGI, Waterloo, ON

January 20xx
to June 20xx

Supported Human Resources Director in all aspects of personnel management. Prepared monthly reports. Assisted in compensation and classification analysis and benefits administration.

Assistant Reprographics Technician

Hagey Library, Waterloo

June 20xx
to September 20xx

Provided immediate customer service and sales information. Photocopied and bound printed materials. Helped supervisor prepare work schedules and trained new employees. Received merit raises for outstanding job performance.

Hospital Volunteer

Grand River Hospital, Kitchener, ON

September 20xx
to June 20xx

Answered phones, entered data, and transcribed legal documents for medical records department.

COMPUTER SKILLS:

MS Word, WordPerfect, Lotus Improv, MS Excel, MS PowerPoint, Internet

LANGUAGE SKILLS: Fluent in French

HONORS & ACTIVITIES:

Dean's Honor, Golden Key National Honor Society, Global Business Society, Personnel & Industrial Relations Association (PIRA), Intramural Volleyball

REFERENCES: Available upon request