

[Your Name]

[Street Address], [City, ST ZIP Code]

[phone]

[e-mail]

Skills Profile

- Well-rounded background in human resources, training, safety, operations and consumer affairs.
 - Excellent experience developing and implementing a variety of corporate programs, including those that must comply with corporate, state, or federal agency guidelines.
 - Skilled in developing department budgets and creating department objectives.
 - Experienced in writing and delivering presentations for executive meetings.
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Work History

Sr. Administrative Assistant, Operations & Safety,

A. Datum Corporation, Atlanta, GA

July 1993-present

- Develop yearly budgetary forecasts for three departments and ensure forecasts meet corporate guidelines.
- Served on team that created short- and long-term department objectives in accordance with company goals.
- Administer safety program at local plant and work with safety coordinators at company's three other plants to address safety issues presented by employees.
- Updated and implemented safety training program for product manufacturing groups at all plants, which reduced on-the-job injuries by 75%.
- Maintain OSHA log, analyze incidents at local site, and review proposed regulations for impact on local plant.

Consumer Affairs Specialist, A. Datum Corporation., Atlanta, GA

June 1988-July 1993

- Initiated new tracking system to follow up consumer letters sent to other departments for response; response time to consumer decreased by 50%.
- Achieved top ranking among eight other team members for toll-free number performance (efficiency and effectiveness in handling consumer calls).
- Prepared quarterly reports, graphs, and quality assurance grids for two products.
- Developed Degradability Response letter and drafted microwave, degradability, and recycling information for product packages.

Secretary/Personnel Assistant, Human Resources,

A. Datum Corporation, Atlanta, GA

March 1987-June 1988

- Worked with training manager to develop and implement New Employee Orientation Program (NEOP).
- Wrote New Employee Reference Guide, which helped employees better understand the company, its operations, and who to contact with questions.
- Assisted training manager in developing Secretarial Training Program, resulting in a more efficient, productive staff.
- Assisted vice president in budget reconciliation and other activities.

Human Resources Clerk, Blue Yonder Airlines, Waverly, GA

Jan. 1986-Mar. 1987

- Scheduled full-time job applicants and coordinated applicant testing and pre-employment physicals.
- Created and implemented service award program, including determining and ordering awards for years of service and supplying information to company newsletter.
- Assisted in introducing flex benefits program and facilitated employee meetings, which helped gain employee acceptance.

Confidential Temporary, *Adventure Works*, Atlanta, GA

June 1984-Jan.
1986

- Worked primarily in personnel departments of larger companies, handling information related to full-time job applicants.
- Created, updated, and verified clerical job descriptions with appropriate department heads.

Education	Undergraduate studies in Business Administration Elm College, <i>Atlanta, GA</i>	1993-current
	Undergraduate studies in Personnel Management Elm College, <i>Atlanta, GA</i>	1982-1984

**Activities/
Memberships**

- Treasurer, Ralston Activities Committee
- Member, Society of Consumer Affairs Professionals
- Member, National Association of Personnel Women