


AG

ANTONY GENTILE

HR professional with a strong foundation in recruitment support and administrative operations. Leverages strong attention to detail and analytical skills to streamline HR processes. Recognized for exceptional organizational skills and quickly adapting to changing priorities.

CONTACT

 (123) 456-7890

 email@example.com

 LinkedIn | Portfolio

 Minneapolis, MN 12345

KEY SKILLS

- Claims processing
- Communication
- Empathy
- Insurance proposals
- Policy administration
- Teamwork

EDUCATION

- MIAMI DADE COLLEGE,
MIAMI, FL, May 2023
Bachelor of Science (B.S.)
Human Resources
Management

PROFESSIONAL EXPERIENCE

HR Intern | June 2023 – present
Humane Society of Greater Miami North, North Miami Beach, FL

- Partner with HR manager to recruit animal care technicians and veterinary assistants, successfully placing eight new hires in the first three months
- Review and revamp 10 job descriptions to better align with updated role requirements
- Collaborated with HR team to increase staff participation by 35% with the organization of a “Pawsome Team Building” event
- Contributed to the development of a new “Compassion Champion” employee recognition program, resulting in a 10% decrease in annual turnover rate

Administrative Assistan | January 2022 – May 2023
The Ritz-Carlton – South Beach, Miami Beach, FL

- Oversaw daily correspondence and scheduling for the general manager and heads of the food and beverage, housekeeping, and guest services departments
- Onboarded five new administrative assistants for the front desk, events department, and executive office
- Maintained a 95% first-call resolution rate for front desk operations, handling an average of 75 daily inquiries
- Saved approximately \$15,000 through efficient booking and loyalty program use for 10 executive business trips to industry conferences and partner properties

CERTIFICATIONS

- LinkedIn Recruiter Certification, LinkedIn, 2024