

Jessica Parker

I am an aspiring HR generalist with a strong academic background in human resources and business administration. Although I am new to the field, I have gained valuable experience through internships and volunteer work, preparing me to contribute effectively to HR operations.

CONTACT



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LinkedIn | Portfolio



San Jose, CA 12345

EDUCATION

May 2023 | Bachelor of Business Administration (B.B.A.) in Human Resources

San Jose State University , San Jose, CA

KEY SKILLS

- Employee onboarding
- Data entry and record-keeping
- Recruitment support
- HR documentation

PROFESSIONAL EXPERIENCE

HR Intern | Silicon Valley Tech | San Jose, CA
January 2023 – August 2025

- Assisted with resume screening and candidate scheduling, contributing to a 15% faster recruitment process.
- Helped update HR databases and maintained employee records.

Volunteer HR Assistant | Community Nonprofit | San Jose, CA
June 2022 – December 2022

- Supported the HR team in organizing onboarding materials and conducting orientation sessions.