

# Avery Chen

Motivated HR intern with academic training in business management and hands-on experience supporting HR documentation, onboarding, and employee communications. Eager to contribute in a fast-paced HR department.

## EDUCATION



Bachelor of Arts in Business Management

Portland State University  
Portland, OR | May 2025

## KEY SKILLS



- Administrative support
- Confidentiality handling
- Employee file audits
- Onboarding materials
- Scheduling and calendars

## PROFESSIONAL EXPERIENCE



HR Intern | GreenWorks, Portland, OR  
January 2024 – Present

- Prepare onboarding packets and support new hire orientations
- Assist in updating job descriptions and role expectations
- Audit personnel files for compliance reporting

Student HR Assistant | Portland State University, Portland, OR  
September 2022 – December 2023

- Maintained student worker records
- Updated internal HR forms and procedures
- Coordinated interview scheduling with department leads

## CERTIFICATIONS



- Certified Internet Recruiter (CIR), AIRS