

LN

Lisa Nguyen

HR Internship

CONTACT



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LinkedIn | Portfolio



City, ST 12345

EDUCATION

- B.B.A. in Human Resources Management**
State University, City, ST | May 2025

ABOUT ME

Human Resources student with internship experience in recruitment coordination and HRIS management. Adept at screening candidates and maintaining employee databases.

PROFESSIONAL EXPERIENCE

HR INTERN | PEOPLEFIRST HR SOLUTIONS, CITY, ST
JUNE 2023 - AUGUST 2023

- Screened 200+ resumes, forwarding 30 qualified candidates to hiring managers
- Managed HRIS data for 500 employees, achieving a 99% data-integrity rate
- Coordinated campus-recruiting events, increasing applicant pipeline by 25%

VOLUNTEER HR ASSISTANT | NONPROFIT ORG., CITY, ST
SEPTEMBER 2022 - MAY 2023

- Scheduled 50+ interviews and maintained candidate-tracking spreadsheets
- Drafted offer letters and onboarding checklists