

AG

Anthony Gentile

HR Intern

HR professional with a strong foundation in recruitment support and administrative operations.
Leverages attention to detail and analytical skills to streamline HR processes.

PROFESSIONAL EXPERIENCE

HR INTERN | HUMANE SOCIETY OF GREATER MIAMI NORTH, NORTH MIAMI BEACH, FL
JUNE 2023 – PRESENT

- Partnered with HR manager to recruit animal care technicians and veterinary assistants, placing 8 hires in three months.
- Revised 10 job descriptions to align with updated role requirements.

ADMINISTRATIVE ASSISTANT | THE RITZ-CARLTON SOUTH BEACH,, MIAMI BEACH, FL
JANUARY 2022 – MAY 2023

- Onboarded 5 new administrative assistants across multiple departments.
- Maintained a 95% first-call resolution rate handling 75 daily inquiries.

EDUCATION

Bachelor of Science in Human Resources Management | Miami Dade College
Miami, FL | May 2023

CERTIFICATIONS

- NASM Certified Personal Trainer, June 2018
- CPR/AED Certified, September 2017

CONTACT

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KEY SKILLS

- Job description optimization
- Offer negotiation & closing
- HRIS (BambooHR)