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Ava Richardson

Human resources student office assistant

Proactive student HR assistant supporting university recruitment and recordkeeping

HR student office assistant with two years of experience helping coordinate hiring and onboarding processes for student and faculty roles. Strong communicator and eager learner with attention to detail.

CONTACT

 (000) 000-0000

 email@example.com

 LinkedIn

 Ann Arbor, MI

KEY SKILLS

- Applicant follow-up
- Clerical filing
- Digital HR systems
- Interview prep
- Job posting maintenance
- Office supply inventory
- Staff meeting support

PROFESSIONAL EXPERIENCE

HR STUDENT ASSISTANT | UNIVERSITY OF MICHIGAN, ANN ARBOR, MI
AUGUST 2022 – PRESENT

- Maintain student employment database and assist with updating job postings
- Prepare orientation packets and assist with onboarding checklists
- Answer questions from student workers regarding payroll and paperwork

RESIDENT ADVISOR | UNIVERSITY HOUSING, UNIVERSITY OF MICHIGAN
SEPTEMBER 2021 – MAY 2022

- Oversaw a floor of 30 students and maintained administrative housing records
- Enforced policy and referred students to on-campus resources as needed
- Logged incidents and documented weekly reports for supervisors

EDUCATION

Bachelor of Business Administration (B.B.A.) | University of Michigan
Ann Arbor, MI | May 2025