

Chanel Dobson


Federal human resources assistant

Detail-oriented federal HR assistant familiar with government regulations and personnel systems

Federal HR assistant with over five years of experience in civil service HR environments. Skilled at managing personnel records, supporting federal hiring procedures, and navigating USA Staffing and eOPF systems.

CONTACT

 (000) 000-0000

 email@example.com

 LinkedIn

 Washington, D.C.

KEY SKILLS

- Applicant tracking (USA Staffing)
- Civil service regulations
- Equal Employment Opportunity (EEO) reporting
- Electronic Official Personnel Folder (eOPF) documentation
- Federal onboarding
- Security clearance coordination
- SF-50 processing

EDUCATION

Bachelor of Science (B.S.) in
Public Administration
George Mason University, Fairfax,
VA
May 2017

PROFESSIONAL EXPERIENCE

Human Resources Assistant (Federal) | Department of the Interior, Washington, D.C.
March 2020

- Processed onboarding for over 400 new federal employees across multiple bureaus
- Maintained official personnel files and verified accuracy of SF-50s
- Coordinated fingerprinting and clearance paperwork for security-sensitive roles

Human Resources Clerk | U.S. Forest Service, Arlington, VA
July 2017 – February 2020

- Supported HR specialists in processing employee benefit changes and retirements
- Logged and updated employee actions into HRIS database
- Responded to internal inquiries about personnel policies and forms