





Marissa Liu

Assistant director of human resources

Organized and detail-oriented HR student assistant with knowledge of academic systems and HR processes
Student HR assistant with two years supporting college HR departments. Experienced in maintaining confidential files, preparing reports, and assisting student workers and faculty during onboarding.

-  Eugene, OR
-  (000) 000-0000
-  email@example.com
-  LinkedIn

KEY SKILLS

- Academic HR compliance
- Administrative support
- Data entry
- Document scanning
- Event logistics
- Faculty onboarding
- Records maintenance

PROFESSIONAL EXPERIENCE

HUMAN RESOURCES STUDENT ASSISTANT | UNIVERSITY OF OREGON, EUGENE, OR
SEPTEMBER 2022 – PRESENT

- Maintain digital and physical records for over 300 faculty and student staff
- Process new hire packets and verify documentation accuracy for compliance
- Assist with planning staff training and benefits orientation events

FRONT DESK RECEPTIONIST (STUDENT SERVICES) | UNIVERSITY OF OREGON, EUGENE, OR
AUGUST 2021 – MAY 2022

- Answered department phone calls and scheduled meetings for three HR advisors
- Helped maintain bulletin board communications and onboarding resources
- Processed incoming student employment applications

EDUCATION

- Bachelor of Science (B.S.) in Psychology
University of Oregon, Eugene, OR | June 2025