

JN

# Jordan Nguyen

## Human resources assistant (entry level)

Enthusiastic entry-level HR professional with strong administrative and communication skills

HR assistant with internship and academic experience supporting recruitment, data entry, and HR documentation. Eager to contribute to efficient HR operations and employee experience in a fast-paced environment.



Sacramento, CA



(000) 000-0000



email@example.com



LinkedIn

## KEY SKILLS

- ATS
- Confidential file handling
- Employee onboarding
- HRIS navigation
- Interview scheduling
- Microsoft Office
- Staff event coordination

## PROFESSIONAL EXPERIENCE

### HR INTERN | SACRAMENTO COMMUNITY CREDIT UNION

SACRAMENTO, CA | JUNE 2023 – AUGUST 2023

- Supported recruiting team with resume screening and scheduled 20+ interviews per week
- Updated and organized employee files for annual audit
- Collaborated with HR staff to plan quarterly team-building event for 80+ employees

### ADMINISTRATIVE ASSISTANT (PART-TIME) | RIVERFRONT DENTAL CLINIC

SACRAMENTO, CA | JANUARY 2022 – MAY 2023

- Maintained personnel time records and filed weekly attendance logs
- Prepared offer letters and welcome packets for new hires
- Assisted payroll manager with biweekly data entry

## EDUCATION

- Bachelor of Arts (B.A.) in Human Resource Management  
California State University, Sacramento, Sacramento, CA | May 2023