

KM

Kendra Malone

HR communications assistant

Communications-savvy HR assistant with a passion for internal engagement
HR communications assistant with five years of experience developing employee-facing materials, managing internal newsletters, and drafting policy communications. Focused on creating positive employee experiences through clear messaging.

CONTACT

 (000) 000-0000

 email@example.com

 LinkedIn

 Minneapolis, MN

KEY SKILLS

- Employee newsletters
- Graphic design (Canva, Adobe Express)
- HR communications
- Intranet updates
- Policy change rollouts
- Survey creation
- Welcome emails

PROFESSIONAL EXPERIENCE

HR COMMUNICATIONS ASSISTANT | ACME RETAIL, MINNEAPOLIS, MN
MAY 2020 – PRESENT

- Draft and distribute weekly HR emails and monthly employee newsletter
- Partner with HR leadership to create clear messaging during policy changes
- Build graphics and visual aids for onboarding and training content

HR ADMINISTRATIVE COORDINATOR | MIDWEST ENERGY CO-OP,
MINNEAPOLIS, MN
MARCH 2017 – APRIL 2020

- Managed intranet pages and posted job openings
- Updated internal resources and directories for employee self-service
- Coordinated messaging for wellness and recognition programs

EDUCATION

- Bachelor of Arts (B.A.) in Communications, University of Minnesota, Minneapolis, MN | May 2016