

# Carmen Brooks

## Human resources compliance assistant

Compliance-driven HR assistant with background in audits and regulatory documentation

HR compliance assistant with five years of experience monitoring internal policies, managing labor law updates, and preparing audit documentation for large teams. Focused on precision and policy enforcement.

## CONTACT

 (000) 000-0000

 email@example.com

 LinkedIn

 St. Paul, MN

## KEY SKILLS

- Audit preparation
- Compliance reports
- Employee handbooks
- HR policy monitoring
- Labor law postings
- OSHA and HIPAA familiarity
- Records verification

## EDUCATION

Bachelor of Science (B.S.) in  
Human Resources  
Concordia University, St. Paul,  
MN | May 2018

## PROFESSIONAL EXPERIENCE

HR COMPLIANCE ASSISTANT | NORTHSTAR MANUFACTURING, ST. PAUL, MN  
FEBRUARY 2020 – PRESENT

- Lead compliance file checks and resolve documentation gaps for annual Department of Labor (DOL) audits
- Coordinate handbook updates and distribute revised policies to over 500 staff
- Monitor internal logs for leave, discipline, and incidents to ensure proper documentation

HR INTERN (COMPLIANCE FOCUS) | ST. PAUL PUBLIC SCHOOLS, ST. PAUL, MN  
JUNE 2018 – JANUARY 2020

- Maintained files for district employees and supported benefits compliance review
- Verified licensing documentation and training certifications
- Tracked mandatory training completions