



Gary Mitchell

Hr Coordinator

Recent HR graduate with internship experience supporting recruiting and onboarding at a regional healthcare network. Comfortable with applicant tracking systems and confidential employee files. Looking to step into an HR Coordinator role on a generalist team.

CONTACT INFORMATION



(918) 555-0188



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Tulsa, OK 12345

KEY SKILLS

- iCIMS ATS
- Handshake
- Microsoft Excel and Word
- Google Workspace
- Interview scheduling
- New-hire orientation support
- Confidential file handling
- Basic employment law coursework

PROFESSIONAL EXPERIENCE

Summer 2024

HR Intern, Cedar Hollow Health Partners, Tulsa, OK

- Supported two recruiters with phone screens and interview scheduling for nursing and admin roles across four clinics.
- Reviewed 142 incoming applications in iCIMS over the summer and tagged qualified candidates for recruiter follow-up.
- Assembled new-hire packets and ran first-day orientation slides for cohorts of 6 to 10 employees.
- Helped digitize a five-drawer filing cabinet of pre-2018 personnel records into the document management system.

2022 - 2024

Student Office Assistant, University of Tulsa, Office of Career Services, Tulsa, OK

- Scheduled mock interviews and resume reviews for around 40 students per week during peak hiring seasons.
- Updated event RSVPs and employer contact records in Handshake.
- Drafted reminder emails and printed name tags for career fairs hosting 60+ employers.

EDUCATION

B.B.A. in Human Resource Management, University of Tulsa, 2024

SHRM Student Member; aHRCI Associate Professional in Human Resources (aPHR) Candidate