



Susan Moore

Human Resources

CONTACT INFORMATION



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EDUCATION

B.S. in Human Resource Management,
The Ohio State University, 2024

SHRM Student Member; SHRM-CP
candidate (exam scheduled 2025)

KEY SKILLS

- Lever ATS
- Google Workspace
- Interview scheduling
- I-9 and E-Verify basics
- New-hire orientation support
- Confidentiality and discretion
- Excel basics
- Written communication

ABOUT ME

Recent HR Management graduate with two internships in talent acquisition and benefits support. Comfortable in ATS tools, candidate scheduling, and first-touch HR inquiries. Working toward SHRM-CP.

PROFESSIONAL EXPERIENCE

HR Intern, Talent Acquisition I Summer 2024
Brindle Logistics, Columbus, OH

- Scheduled 142 candidate interviews across 6 recruiters using Lever and Google Calendar
- Drafted job postings for warehouse and dispatch roles and refreshed templates that had not been updated since 2021
- Sat in on intake meetings with hiring managers and took notes that recruiters used to build screening rubrics
- Tracked candidate pipeline metrics and shared a weekly snapshot with the TA lead

People Operations Intern I Summer 2023
Keystone Credit Union, Dayton, OH

- Helped run new-hire orientation for cohorts of 8 to 12 tellers and back-office staff
- Audited I-9 files and flagged 23 records missing supporting documentation
- Built a one-page benefits explainer that HR still uses in onboarding