



Brenda Mitchell

Human Resources Assistant

Recent HR graduate with internship experience in recruiting coordination and employee file management. Comfortable with HRIS data entry, scheduling interviews, and answering routine employee questions with discretion.

CONTACT INFORMATION

 (614) 555-0188

 devin.okafor@example.com

 Columbus, OH

KEY SKILLS

- BambooHR, Workday (academic exposure)
- Microsoft Office (Excel, Outlook, Word)
- Google Workspace
- Interview scheduling
- File auditing and recordkeeping
- Customer service
- Basic knowledge of FLSA and I-9 requirements

PROFESSIONAL EXPERIENCE

Summer 2024

HR Intern | Halverson Manufacturing Co., Columbus, OH

- Supported recruiting team with scheduling for roughly 60 candidate interviews across plant operations and finance roles.
- Entered new-hire data into BambooHR and audited 240 employee files for missing I-9 documentation.
- Drafted weekly headcount reports for the HR Director using Excel pivot tables.
- Helped run two new-hire orientation sessions and answered follow-up questions on benefits enrollment.

2022 - 2024

Student Office Assistant | Ohio State Career Services, Columbus, OH

- Greeted 40-50 students per day at the front desk and routed them to career advisors.
- Updated event RSVPs in Handshake and prepped name badges for employer info sessions.
- Maintained confidential student records and shredded sensitive paperwork on a weekly schedule.

EDUCATION

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

Coursework: Employment Law, Compensation & Benefits, Organizational Behavior