

Jerome Parker

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Summary

A human resource manager who specializes in employer-employee and employee-employee relations, payroll administration, managing company events, and maintaining facilities.

Experience

JUN 2017 - PRESENT

ABCD Company, Houston, TX – *Human Resources Manager*

- Led interview and recruitment process for 120+ applicants.
- Created and manages new payroll system that makes payroll administration more time-efficient by 29%.
- Supervises HR team of 12 in planning of 20+ business trips and company-wide events.

SEPT 2014 - JUN 2017

Connect Zone, Austin, TX – *Human Resources Coordinator*

- Administered payroll and work-related documents for 38 employees.
- Assisted in on-boarding meetings and events for new hires.
- Collected anonymous feedback from employees to improve company conditions.

MAY 2013 - MAY 2014

Eco Marketing, Atlanta, GA – *Human Resources Operations Intern*

- Assisted HR managers plan 5+ company workshops and lunch events.
- Organized food allergy and dietary restrictions of 100+ employees in Microsoft Excel.
- Maintained company lounge amenities and provisions.

OCT 2012 - MAR 2013

Emory University, Atlanta, GA – *Study Abroad Counselor*

- Advised university students on study abroad opportunities.
- Reviewed academic plans of students to determine where studying abroad best fit.

Education

SEPT 2010 - JUL 2014

Emory University, Atlanta, GA – *Psychology and Linguistics, B.A.*

Languages

Spanish (fluent), Arabic (conversational)