

Bob J. Thompson
4333 Friendly Avenue
St. Louis, Missouri 63141
(314) 555-2222

OBJECTIVE: A challenging position in a progressive Human Resources department offering an opportunity to utilize strong interpersonal skills

EDUCATION: Bachelor of Science in Personnel Administration
Minor: Management
GPA: 3.5/4.0 1990
Illinois State University

EXPERIENCE: Personnel Manager
United 1st Bank, St. Louis, MO
Supervised temporary staff workers and night auditors, coordinated payroll processing and benefits administration with the accounting department, enhanced a performance appraisal system to include feedback from employees, developed a policy to recruit temporary staff workers, and created an orientation program for newly hired employees.
July 1995 - Present

Personnel Assistant
Happy Insurance Company, Collinsville, IL
Recruited and interviewed prospective employees, enrolled new employees in benefits programs, processed payroll documents twice monthly, assisted in preparing employee reviews, maintained personnel records, monitored vacation and sick days using computer spreadsheets, and summarized sales commissions for a weekly report to management.
April 1992 - July 1995

Payroll Clerk
General Healthcare, Fairview Heights, IL
Processed weekly payroll through ADP, utilized Excel spreadsheet software to summarize quarterly payroll activity, maintained personnel files, prepared job descriptions for newly created positions and documented all changes made by management, monitored attendance records, and assisted employees with personnel-related questions.
June 1990 - March 1992

ACTIVITIES: American Red Cross Volunteer
Missouri Soccer League
Illinois State University Alumni Association

AFFILIATIONS: American Society of Personnel Administrators

REFERENCES: Available upon request