

Bob J. Thompson
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St. Louis, Missouri 63141
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OBJECTIVE

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

SUMMARY OF QUALIFICATIONS

A track record of outstanding performance in the field of Human Resources, specializing in employee relations and performance appraisal systems.

EDUCATION

Bachelor of Science in Personnel Administration
(GPA: 3.5/4.0) 1990
Illinois State University

CAREER HIGHLIGHTS

Personnel Manager, United 1st Bank, St. Louis, MO

- * Supervised temporary staff workers and night auditors
 - * Enhanced a performance appraisal system to include feedback from employees
 - * Developed a policy to recruit temporary staff workers
 - * Created an orientation program for newly hired employees
- July 1995 - Present

Personnel Assistant, Happy Insurance Company, Collinsville, IL

- * Recruited and interviewed prospective employees
 - * Assisted in preparing employee reviews
 - * Processed payroll documents twice monthly
 - * Enrolled new employees in benefits programs
 - * Maintained personnel records
- April 1992 - July 1995

Payroll Clerk, Money Making Federal, Fairview Heights, IL

- * Processed weekly payroll through ADP
 - * Utilized Excel spreadsheet software to summarize quarterly payroll activity
 - * Prepared job descriptions for newly created positions
 - * Maintained personnel files
- June 1990 - March 1992

ACTIVITIES

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

AFFILIATIONS

American Society of Personnel Administrators

REFERENCES

Furnished upon request