

Bob J. Thompson

4333 Friendly Avenue
St. Louis, Missouri

314-555-2222 Home
314-555-3333 Work

OBJECTIVE

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

CAPABILITIES

- * Supervised temporary staff workers and night auditors
- * Coordinated payroll processing and benefits administration with Accounting
- * Recruited and interviewed prospective employees
- * Assisted in preparing employee reviews
- * Prepared and maintain job descriptions
- * Utilized spreadsheet software to organize payroll data
- * Assisted in preparing employee reviews
- * Monitored attendance records
- * Maintained personnel files

ACHIEVEMENTS

- * 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
- * Founded the Amateur Soccer Players Association, a branch of the Missouri Soccer League

WORK EXPERIENCE

Personnel Manager	United 1 st Bank, St. Louis, MO	1995 - Present
Personnel Assistant	Happy Insurance Company, Collinsville, IL	1992 - 1995
Payroll Clerk	Money Making Federal, Fairview Heights, IL	1990 - 1992

EDUCATION

Bachelor of Science in Personnel Administration - (GPA: 3.3/4.0) 1990
Illinois State University

ACTIVITIES

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

AFFILIATIONS

American Society of Personnel Administrators

REFERENCES

Furnished upon request