

Sample Resume

Human Resource Management

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SWINBURNE
UNIVERSITY OF
TECHNOLOGY

NOTE: Do NOT copy this resume. Do NOT use header or Swinburne logo. We recommend looking at a range of resumes to gather ideas for designing your own. Remember that your resume needs to be tailored to the role you are applying for.

Sam Sample

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EDUCATION

2017 – Current

Bachelor of Commerce (Human Resource Management)

Swinburne University of Technology

Key study areas:

- Organisational Behaviour
- Industrial Relations
- Human Resource Training and Development
- Staff Recruitment and Selection

2016

Advanced Diploma in Business (Accounting)

Swinburne University of Technology – TAFE

- Distinction Average

2015

Victorian Certificate of Education

Happyland Secondary College

PROFESSIONAL DEVELOPMENT

June 2017

Conflict Management Workshop
Australian Human Resources Institute

Dec 2016

Creating High Performance Teams Seminar
Australian Human Resources Institute

Aug 2016

Return to Work – Coordinator Training, WorkSafe

PROFESSIONAL MEMBERSHIP

2016 – current

Student Member, Australian Human Resource Institute

HUMAN RESOURCES EXPERIENCE

Employment

Mar – Aug 2016

Human Resources Assistant

Blue Chip Computers, Malvern

Six months employment as part of the Professional Placements program

Responsibilities

- Assisted with monthly and year-end reports regarding terminations, transfers, and new hires
- Reviewed and updated EEO reporting functions to ensure compliance with federal regulations
- Prepared recruitment and job postings
- Monitored the Fasttrack database to ensure accuracy
- Maintained human resource files in accordance with legal and organisation policies and procedures

Achievements

- Initiated and maintained an internal magazine entitled “Blue Chip Quarterly” which kept staff up-to-date on company developments and progress

University Projects

2017

Recruitment Campaign for Whizz Telemarketing

2nd Year Human Resources Subject

Developed and designed a recruitment campaign for 20 telemarketers.

- Developed positions descriptions and selection criteria
- Scoped budget for advertising
- Drafted a job advertisement
- Developed screening and selection criteria
- Prepared behavioural interview questions
- Achieved a High Distinction

2016

Organisations and Management

1st Year Human Resources Subject

Worked in a team of four to create an organization, focusing on structure, strategy and environment.

- Successfully negotiated within the team to develop a team plan, including allocating roles and responsibilities
- Collaborated with the team to design and deliver a group presentation
- Awarded a Distinction

OTHER EMPLOYMENT

2015 – current

Recreation Worker

Boroondara City Council, Hawthorn

- Work in a multidisciplinary team to deliver recreational activities for the community of Boroondara
- Conduct recreational needs assessments

- Program and lead aerobics groups for mature aged adults
 - Organise suitable venues to run a range of community based events
- Achievement
- Organised an aerobics competition which attracted in excess of 30 competitors and 150 spectators

Jan – Nov 2015

Waitperson

Pancake Parlor, Chadstone

- Worked in small teams of up to 5 staff
- Assisted with the training of new staff members

VOLUNTEER

2016 – 2017

University Open Day Volunteer

Swinburne University of Technology, Hawthorn

- Worked in a small team to meet and greet large numbers of prospective students
- Led campus tours for up to 20 people
- Assisted with the compilation of open day packs

SKILL SUMMARY

Communication:

Proven experience communicating with internal and external stakeholders in my role as Recreation Worker. Strong written communication skills demonstrated by the production of the “Blue Chip Quarterly”. Proficient in Mandarin – both spoken and written.

Teamwork/Leadership:

Demonstrated in my experience training new staff and in my active involvement in competition netball where I have motivated team members to achieve successful outcomes.

IT Skills:

Microsoft Office – Word, Excel, PowerPoint, Publisher
 Fasttrack – Human Resources Database
 Adobe Photoshop
 Macromedia Dreamweaver/Fireworks/Flash

INTERESTS

- Netball – active member of the Rockets Netball Club from 2009 to present
- Regular aerobics class attendance
- Keeping up to date with HR industry trends

REFEREES

Mr Barney Whatever

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