

MS in Human Resource Management

Email: email@yahoo.com

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PROFILE

MS in Human Resource Management, with related HR internships. Strengths include talent acquisition, recruiting, communication, organization and administrative work. Seeking a position to expand my skills and build my career in HR Management.

EDUCATION

Frank G. Zarb School of Business, Hofstra University

Hempstead, NY

M.S. in Human Resource Management GPA: 3.74

May 2016

Related Courses: Leadership/ Advanced Quantitative Analysis for Managers/ Operations Management/ Training and Development/ Leadership/ Labor Relations and Law

Sichuan University

Sichuan, China

Bachelor of Science in English Language and Literature

June 2013

PROFESSIONAL EXPERIENCE

Warner Music Group

New York, NY

Human Resources Generalist Intern

Jan 2016-May 2016

- Analyzed organizational culture issues to identify areas for improvement, assisting with investigating employee relations and conducting interviews for succession planning
- Created and organized 100 templates of job descriptions for Atlantic Records
- Assisted with employee onboarding and facilitated new hire orientations; interviewed employees and analyzed employee survey data
- Recruited talent for the College Marketing Representative program
- Assisted with payroll bi-weekly to match the information on the Register and ADP

Human Resources Talent Acquisition Intern

Sept 2015-Dec 2015

- Posted openings on college career sites and used social media to promote opportunities; utilized Taleo to track job applicants and open positions
- Conducted prescreening interviews and selected candidates on Taleo for interviews with hiring managers
- Performed initial screening interviews to identify managers' needs
- Developed procedures to improve talent acquisition process; trained new interns on talent acquisition process

IT/QM Department, Hofstra University

Hempstead, NY

Graduate Assistant

Sept 2014 - May 2015

- Assisted professor with research on various topics within business area

SONY

Beijing, China

Human Resources Intern

Jun 2013-Aug 2013

- Conducted individual interviews and recruited new employees to meet organizational needs
- Revised new hire contracts for company processing within a timely manner

ACTIVITIES

- Asian Business Association—HR Officer
- Zarb. Human Resource Management Association

Dec 2013 – May 2014

Aug 2013 – Dec 2015

LANGUAGE AND TECHNICAL SKILLS

- Language: Fluent in Mandarin Chinese
- Computer: Taleo, Pre-employ, Microsoft Project, MINITAB, Microsoft Word, Excel, PowerPoint, OneNote, Outlook, Social Media Outlets- Facebook, Twitter, Instagram, WeChat, LinkedIn