**Samuel W. Fisher**

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Dexter, MN 55926

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**Job Objective:**

Detail-oriented, certified and experienced HR professional seeking a management position with an organization to use my skills and knowledge for handling recruitment, employee issues, and ensure smooth functioning of the firm.

**Summary of Skills:**

* Extensive experience as an HR personnel with strong administration skills
* Good knowledge of HR functions, and preparing employee records
* In-depth information about the employee welfare laws
* Ability to maintain professional relationship with insurance agencies and local authorities
* Proficiency in scanning resumes and screening applicants
* Adept at operating HRIS software and other computer applications
* Strong organizational and communication skills
* Exceptional orientation skills and a team player

**Work Experience:**

Human Resource Administrator

CIBC, Dexter, MN

May 2016 – Present

* Coordinating with the administration department and performing duties like benefits administration, defining job responsibilities for different positions, implementing compensation program, and evaluating performances of employees
* Scanning new hire documents, filing paperwork and conducting orientation sessions for the new employees
* Assisting in payroll functions, drafting manuals, and implementing company policies
* Creating and posting job descriptions on job portals and making tie-ups with consultancies to fill vacant positions
* Maintaining records of leaves, advance taken, and other details of employees
* Coordinating with departmental heads and resolving employee issues

Human Resource Administrator (part-time)

Zillow Partners Association, Dexter, MN

December 2013 – April 2016

* Assisting in recruitment procedures, scheduling training, and tracking performances
* Issued IDs to employees and created electronic and physical files
* Served as a point-of-contact to handle all employee queries, and liaised with insurance agency
* Record employee information related to attendance, vacation, sick leaves, and performance in the company database
* Researched current salary trends for the open positions by studying the concerned industry, and revised job descriptions as necessary
* Conducted exit interviews of employees and understood their complaints/ feedback to develop a positive work environment at the firm
* Ensured accurate employee performance reports and employment records by performing annual HR file audits including hiring, terminations, transfers, and training schedules

Human Resource Assistant

Amcor Solutions, Minneapolis, MN

August 2012 – November 2013

* Verified documents submitted by employees and provided them employee handbook
* Coordinated with various teams to develop appropriate job descriptions for vacant positions, and posted them on different job portals
* Scanned job applications, and selected suitable candidates for interviews
* Conducted employee orientation for new joinees, and fostered positive attitude towards the firm's objectives
* Filed all the necessary documents in the individual employee file, and updated the same in the database
* Performed various administrative duties as needed

**Education:**

* Bachelor's Degree in Business Administration  
  University of Minnesota, Minneapolis, MN   
  2012

**Certifications:**

* Professional in Human Resources (PHR)  
  HR Certification Institute, Minneapolis, MN   
  2013

**Certifications:**

* The National Human Resources Association (NHRA) – Member since 2014

**Reference:**

On request.