

Jackie Tillman

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Objective

Business Administration- Human Resources graduate seeking a full time entry level human resources position, willing to relocate

Qualifications

- Strong knowledge of MS Office software
- Superior communication skills
- Flexibility to multi-task in a fast paced environment
- Proven ability to supervise and delegate duties
- Capable of producing quality work individually or as part of a team
- Knowledge of a variety of labour relations strategies

Education

Business Administration – Human Resources Management Advanced Diploma Program, Loyalist College, Belleville, ON – 2014

- Sample courses include Organizational Behaviour, Recruitment & Selection, Training & Development, and Strategic Planning of Resources

Ontario Secondary School Diploma, Trenton High School, Trenton, ON – 2011

Related Experience

Peer Career Advisor, Loyalist College Career Centre, Belleville, ON 2011-2014

- Assisted with the recruitment and screening of new Work Study students
- Maintained electronic job posting system and employer database
- Provided job search assistance including resume and cover letter help to students
- Managed general email account by responding to employer, staff and departmental needs, while providing exceptional customer service in person and over the phone

HR Generalist (Placement), Stream Global Services, Belleville, ON - 2012

- Assisted the HR team by recruiting, interviewing, and selecting candidates
- Successfully resolved complaints and other issues from employees
- Researched valid quantifiable standards for new performance evaluation system

Volunteer, Big Sisters of Hastings & Prince Edward Counties, Belleville, ON – 2011-2012

- Created training manual for new volunteer Big Sisters
- Developed electronic database using Microsoft Access

Other Experience

Customer Service, Canadian Tire, Trenton, ON – 2011-2013