

NAME

XXXXXXXXXX, Grosse Ile, Michigan 48138 XXX.XXX.XXXX XXXXXXXXXXXX@gmail.com

GRADUATE HUMAN RESOURCE DEVELOPMENT PROGRAM

QUALIFICATIONS PROFILE

Performance-focused and detail-oriented professional, seeking an admission to the Graduate Human Resource Development Program at [Name of University]. Equipped with hands-on experience in human resources administration including hiring and recruitment, personnel supervision, administrative support, and human relations. Armed with well-defined communication, decision-making, problem-solving, analytical, and multitasking skills. Technically proficient with Microsoft Office Suite, ADP Payroll, and Paycom.

EDUCATION

Bachelor of Science in Public Safety Administration: 2017

XXXXXXXXXX | Ypsilanti, MI

Associate's Degree in Criminal Justice: 2014

XXXXXXXXXX | Livonia, MI

PROFESSIONAL EXPERIENCE

XXXXXXXXXX | Taylor, MI (2008–2017)

Commander of Internal Affairs

2018–2020

- Strategically led the hiring process which included staff recruitment and interviewing; as well as medical and psychological testing, payroll administration, and termination.
- Supervised the Investigations and Records divisions, which involved preparing information technology and Freedom of Information Act (FOIA) requests.

Hiring and Field Training Coordinator

2014–2018

- Oversaw various human resource functions, such as interviewing applicants and performing job screening; monitoring newly hired employees on the field training program; overseeing performance improvement plans; and requesting termination in employment status hearings.
- Spearheaded recruitment efforts which included conducting online services and facilitating job fairs.
- Played an instrumental role in the design of the 16-week field training program for two classifications of employees.*
- Successfully improved the interview process utilized throughout the department.*

PROFESSIONAL DEVELOPMENT

Police Executive School of Staff and Command Program

XXXXXXXXXX | Ypsilanti, MI

**Controlling Absenteeism | Conducting Internal Investigations | Internal Investigations
Employee Discipline | Conducting Background Investigations**

PROFESSIONAL AFFILIATION

Member, National Internal Affairs Investigators Association (NIAIA)