

## **CHRONOLOGICAL RESUME**

(Objective and Summary included)

HR Administrative Assistant

### **SUE STONE**

28 Woodlawn Drive  
Chamblee, GA 30544  
(706) 222-4444      sstone@email.com

### **OBJECTIVE**

An administrative assistant position in the field of Human Resources.

### **SUMMARY OF QUALIFICATIONS**

Over fifteen years of administrative and personnel experience with increasing levels of responsibility. Skilled in personnel policies, office operations, benefit plans and staffing. A results-oriented self-starter who possesses good communication and problem-solving skills and works well with individuals at all levels of an organization.

### **EXPERIENCE**

#### **Personnel Clerk**

1998–present

U.S. Department of Army, Fort Belvoir, VA

Assisted Division Chief with all aspects of personnel and operations. Planned, organized and coordinated administrative projects. Wrote and evaluated job descriptions. Assisted personnel in scoring and ranking applicants' test results. Won a \$500 award for developing a simplified method of tracking and updating hiring statistics. Prepared charts, graphs and tables utilizing WordPerfect, MSWord and prepared spreadsheets using MS Excel, Lotus 123 and Quattro Pro Software. Maintained time and attendance records for all section employees.

#### **Personnel Assistant**

1991–1998

Coats and Clark, Inc., Toccoa, GA

Assisted Human Resources Manager in the administration of all personnel functions. Proficient with classification, personnel records, recruitment and testing. Maintained time and attendance records. Assisted with interviewing and hiring as well as writing and evaluating job descriptions. Administered health care plans and other employee benefits. Developed a performance appraisal program for new employees that was used as a model for other divisions.

### **EDUCATION**

- MS Excel, Hall Business College, Marietta, Ga. 2010
- MS Word, Hall Business College, Marietta, Ga. 2006
- Introduction to Microcomputers, Coats and Clark, Inc. 2003
- 45 Credit Hours, Business Management, Gainesville Junior College, Gainesville, Ga. 1995