

HR VOLUNTEER ASST. MANAGER

Professional Summary

I am dedicated to every project I have worked on with strong undergraduate and graduate credentials including five years experience in Assisting Management of Human Resources. I look to expand my knowledge increasing chances of future career opportunities by completing a Doctorate in business program. Educating myself as a full time student puts me in the position to operate in industries such as Manufacturing, Government, and Healthcare, those industries alone would increase my earning potential. Being educated in these aspects of business will help me operate any organization as needed with my Masters Degree in Business Administration, along with being able to comprehend what is needed for the organization to succeed. My aspiration while completing this MBA program is helping me allow myself to work in top management positions along with allowing me to show the skills gained through education.

Skills

- Human Resource Management
 - Product Design and Development
 - Strategic Warehouse Management
 - This is where I added to my knowledge of how to run an organization in an ethical manor making sure all aspects of being true to an organization, and making sure all policies and regulations are met within a timely manner making sure the organization does not have to suffer by paying unwanted fees taking them from the organizations cash flow. Knowing how to get any product or service to receiving location on time is another aspect of the key points learned during my undergrad education learning about Entrepreneurship.
 - Master of Business Administration | Grand Canyon University
 - Dates From (2016) - Current/ Expected graduation date (04-2018)
 - Key points of education:
 - Marketing Management
 - Economics
 - Leadership Organizations
 - Operations Management
 - Quantitative Methods
 - Managerial Accounting
 - Finance
 - Strategic Management
 - Extremely organized
 - Conflict resolution
 - Self-motivated
 - Process implementation
 - Staff development
 - Client assessment and analysis
- Risk management processes and analysis
 - Project management
 - Strong verbal communication
 - Budgeting and finance
 - Team liaison
- Human Resource Management
 - Product Design and Development
 - Strategic Warehouse Management
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 - Team liaison

Work History

- HR Volunteer Asst. Manager
- Company Name
- City , State
- January 2009
- volunteer assistant Human resource manager
- Company Name
- City , State
- August 2009 to September 2014
- Assist in handling common workplace disputes Assist in maintaining employment policies and inform staff Assist in hiring, firing, and disciplining staff Assist in Handling compensation and benefits Assist in creating new benefits Assist in setting salaries for certain positions, and organize benefits like healthcare and pensions.
- volunteer assistant Human resource manager
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- January 2014
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Skills

Advertising, BA, benefits, Business Administration, Business Strategy, cash flow, Economics, Employee relations, Finance, firing, hiring, Human Resource Management, Leadership, Logistics, Managerial Accounting, Marketing Management, Operations Management, Organizational, Performance management, policies, Product Design and Development, profit, receiving, Scheduling, Strategic, Strategic Management

Advertising, BA, benefits, Business Administration, Business Strategy, cash flow, Economics, Employee relations, Finance, firing, hiring, Human Resource Management, Leadership, Logistics, Managerial Accounting, Marketing Management, Operations Management, Organizational, Performance management, policies, Product Design and Development, profit, receiving, Scheduling, Strategic, Strategic Management

Education

- BA Entrepreneurship, Specializing in Logistics | Ashford University Dates From - (2010) To
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- 2015

key points of education: Advertising New Business Strategy Organizational Management Organizational Dynamics

- MBA - Business Administration
- Grand Canyon University
- City , State
- 2018