

# DEAN D'ANGELO

## Human Resources Executive Assistant

✉ Dean@email.com

📞 (123) 456-7890

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🌐 LinkedIn

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## EDUCATION

Bachelor of Arts

Psychology

**San Francisco State University**

📅 2018 - current

📍 San Francisco, CA

🎓 GPA: 3.8

## RELEVANT COURSES

Management Communication  
311

Legal Issues in HR Management  
415

## SKILLS

HRIS

Interpersonal Skills and  
Communication

Performance Management

Compensation and Benefits  
Leadership

Workplace Safety Training

Talent Acquisition

Legal Compliance

Conflict Resolution

## ACTIVITIES

SFSU Peer Mentor

## CAREER OBJECTIVE

SFSU student graduating in Psychology in May 2022. Looking for an opportunity to create a permanent position as a Human Resources Executive Assistant at Interesse International, where my skills in empathetic, active listening, and HR legal jargon would contribute to the positive work environment and impressive employee retention record.

## WORK EXPERIENCE

### Human Resources Assistant Intern

**Interesse International, Inc.**

📅 July 2021 - current 📍 Hayward, CA

- Collaborated with 5+ leadership members on recruitment strategies, development plans, performance management, and employee engagement
- Worked with 25+ team members one-on-one to enhance performance and employee satisfaction by 18%
- Orchestrated employee onboarding, organizing over 1.5K hours of training and development initiatives
- Drafted 200+ member compensation and benefit plans
- Established and led talent acquisition and recruitment processes for over 16 new interns

## PROJECTS

### Happy and Healthy Goal Setting Initiative for the Workplace

**Volunteer educator and motivational speaker**

📅 2020 - current

- Led motivational courses for workplace employees during the COVID-19 pandemic, resulting in 30+ employees recording a reduction in anxiety and depression
- Held workshops for groups of 3 to 200
- Evaluated employee progress with follow-up surveys, finding that healthy goal-setting and positivity increased by 28%
- Organized pamphlet information and email campaigns for a variety of target audience members
- Attended 10+ annual symposiums on management, HR, and business development
- Co-directed 3 fundraising events, totaling \$1.3M+ in profit to support the Association for Children's Rights in Development
- Organized a 10K+ member organization event in San Francisco, connecting startups and current IPO company management with new talent from SFSU