

# Humana Gator

Phone: (832) 555-5555 | Email: PetersC@gmail.com

## EDUCATION

*Bachelor of Arts in Humanities*

**University of Houston-Downtown**

May 2016

Related Courses: Business & Technical Report Writing, Advertising, Studies in English Grammar

## EMPLOYMENT EXPERIENCE

*Contract Recruiting Coordinator*

**Maersk Oil Houston, Inc.** – Houston, TX

2011 – 2012

- Provided support with recruiting processes; including managing job postings, applicant tracking system, resume screening, interview scheduling and correspondence with candidates, external hiring managers.
- Responsible for scheduling interviews, coordinating associated travel arrangements, logistics and follow-up meetings, skills and personality assessments.
- Maintained information within applicant tracking system job requisitions, internal and external
- Assisted HR team with administrative support; including creating various reports, preparing new hire packets and handling ad-hoc inquiries from employees.

*Admin. Assistant, Investor Relations*

**Rowan Companies, Inc.** – Houston, TX

2007 – 2009

- Provided administrative support to the Director and Vice President of Investor Relations; including preparing and handling confidential correspondence, reports, PowerPoint presentations and agendas.
- Managed the coordination of internal and external meetings, events and conferences; including registration, set-up, presentation materials, catering, room reservations, agendas and webcast links.
- Arranged complex domestic and international travel reservations for department, CEO, CFO and other senior executives attending departmental events.
- Monitored communications regarding the company and industry to create and distribute bi-weekly newsletter for management and executives.
- Efficiently performed and gathered research with minimal guidance to produce and update reports distributed to senior management.

*Onsite Travel Assistant (Carlson Wagonlit Travel)*

2006 – 2007

- Created and maintained a quarterly travel newsletter that was distributed to all global Rowan locations.
- Effectively selected vendors with cost-effective rates and within compliance of company travel policy.
- Developed relationships with key air, hotel and car rental representatives to stay informed of current industry issues, trends, and rates.

*Human Resources Records Assistant*

2005 – 2006

- Responsible for creating and maintaining personnel document and electronic files in accordance with government and company guidelines.
- Updated personnel demographic, payroll and benefit information into company database.
- Processed employment history and salary verifications in accordance with company policy.
- Assisted other departments as needed with preparing correspondence, filing and phone support.

*Front Office Assistant*

**Houstonian Medical Associates** – Houston, TX

2003 – 2005

- Multitasked to provide administrative support and customer service in a busy medical office.
- Gathered confidential demographic and insurance information to create patient records in accordance with government and office guidelines.
- Assisted patients with medical concerns, records, health insurance coverage, balances and office policies.

## SKILLS

*Computer:* Microsoft Office including Outlook, Word, Power Point, Excel, Access; SAP; Sabre GDS; Investor Relations applications, including Thomson ONE IR and Ipreo's BD Corporate.

*Languages:* Proficient in Spanish (spoken).