

Max F.

## HR Assistant/Coordinator

Talent Acquisition

Office Administration

Customer Service



### WORK EXPERIENCE

#### **RECRUITING COORDINATOR / SOURCING ASSOCIATE**

##### **Staffing + Recruiting Firm**

Detroit, MI

Large organization

#### **TEAM LEAD - MEMBER SERVICES Healthcare Organization**

Detroit, MI

Large organization

#### **MAIL HANDLER Postal Service Organization**

Detroit, MI

Large organization

#### **MEMBER SERVICES REPRESENTATIVE Insurance Company**

Detroit, MI

Large organization

### CAREER HIGHLIGHTS

- Rising HR professional with experience in recruitment strategies and exceptional customer relations.
- Skilled at extending offers, employee onboarding, orientation, and training.
- Adapts to new systems and technologies quickly.
- Motivated to gain experience in labor relations and payroll.
- HR Systems Experience
  - PeopleSoft
  - Workday