

**KAREN HARPER**  
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## **OBJECTIVE**

To obtain a position as a **Human Resources Specialist**

## **EDUCATION**

Harper College, Palatine, IL

Associate in Applied Science: Business Administration Degree –  
Human Resources Management

Anticipated Graduation May 20XX

## **SKILLS**

Microsoft Office: Word, Excel, PowerPoint, Outlook  
Fluent in Spanish and English  
Social Media: LinkedIn, Twitter and Facebook  
Adobe Photoshop

## **EXPERIENCE**

Harper College, Palatine, IL

September 20xx to Present

### **Human Resources Office – Student Aide**

- Copy and file office paperwork and answer phones and assist callers using strong organizational and communication skills
- Make deliveries around campus to ensure confidential paperwork reach proper offices
- Assist with special projects using social media and graphic arts skills

## **VOLUNTEER EXPERIENCE**

District 214 Community Education Program, Arlington Heights, IL April 20xx to August 20xx

### **Adult Literacy Tutor**

- Worked one-to-one with adult students to improve basic reading and writing skills
- Bolstered students' social, communication and prevocational skills by offering them opportunity to establish mentoring relationships

## **PROFESSIONAL MEMBERSHIPS**

Society for Human Resource Management (SHRM) – Student Member

Professionals in Human Resources Association (PIRHRA) – Student Member