

# Bob Slydell

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## Human Resource Associate

### QUALIFICATIONS:

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- Demonstrated ability to communicate effectively with individuals from diverse backgrounds and socio-economic populations
- Experience in working with confidential material
- Energetic professional with strong interpersonal skills and excellent team player
- Proficient in Word, Excel, Access, Outlook, and PowerPoint

### EDUCATION:

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**Bachelor of Science Management, Concentration: Human Resource Management** May 2018  
Southwest Minnesota State University (SMSU), Marshall, MN GPA: 3.77

*Related Courses:* Training and Development • Interpersonal Skills in Organizations • Staffing Management • Compensation and Benefits • Diversity Management • Team and Leadership Management

### HUMAN RESOURCE INTERNSHIPS:

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**Training and Development, Initech, Location, ZZ** Summer 2016

*Intern*

- Assisted with new employee orientation and processed appropriate paperwork
- Organized intern forum for summer intern welcome
- Maintained employee personnel files and ensured all required paperwork was complete
- Reviewed and revised intern employee handbook
- Helped train new interns on company policies, procedures, and expectations

**Human Resources Compensation, Best Place to Work, Location, ZZ** Summer 2015

*Intern*

- Assisted with submitting bi-weekly payroll information to finance department
- Developed internship training manual and training program
- Administered salary survey to gauge employee satisfaction
- Created compensation informational materials and streamlined assembly process

### RELATED EXPERIENCE:

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**Career Services, SMSU, Marshall, MN** 2016-Present

*Peer Advisor/Office Assistant*

- Informs students and alumni of different resume sections and content styles
- Contacts recent graduates to gather information regarding graduate follow-up surveys
- Uses proper phone and email etiquette when interacting with clients
- Effectively writes case notes and maintains strict confidentiality

**Society of Human Resources, SMSU, Marshall, MN** 2015-Present

*Vice President*

- *Active member of organization since Fall 2014*
- Coordinates community service projects with local non-profits
- Raises funds for service projects and professional development trip

### ACTIVITIES:

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**Relay For Life, SMSU, Marshall, MN 2015 & 2016**