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| **Sarah Bandile** |
| ENTRY-LEVEL HR INTERN |
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| Enthusiastic HR personnel who is eager to grow experience in HR operations. Adept at evaluating employee performance and collaborating with professionals to provide the best HR practices.  |
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|  | (555) 123-4567 |  | Linkedin.com/in/sarah.bandile  |
|  | sarahbandile@gmail.com |  | 47 Main Street, Durban, South Africa. |
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| **EDUCATION** | UNIVERSITY OF DURBAN (2016–2020)BA Human Resource ManagementGPA: 4.5/5.0 |
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| **WORK****EXPERIENCE** | New Orleans Hotel, Durban - HR Associate December 2019–December 2020* Cultivated interpersonal relationships to foster employee recognition.
* Address complex employee challenges by understanding the nature of conflict and utilizing conflict management solutions.
* Provide employees with accurate information about the organization.

ABC Company - Human Resource InternMay 2017–November 2019* Supported supervisors in various tasks assigned.
* Managed documents and presented monthly reports on employee performance.
* Assisted in modifying company HR policy to foster employee growth.
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| **KEY SKILLS** | * People Management
* Conflict Resolution
* Data Analysis and Review
* Microsoft Office Suite
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| **PERSONAL INTERESTS** | * Reading non-fiction
* Attending social events
* Hiking
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