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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 Management  GPA: 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 Intern  May 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 | | | | |