

# Yasmine Valdez

3347 Palm Drive West Palm Beach, Florida 33405  
(561) 333-3333 [yasmineval@comcast.net](mailto:yasmineval@comcast.net)

## OBJECTIVE

---

Seeking a full time entry- level position in Human Resources

## PROFILE

---

- Proficient in MS Word, Excel, Publisher, Access, and Outlook.
- Fluent in English and Spanish with excellent writing and public speaking skills.
- Member of the Society of Human Resources Management, student chapter.
- Strong organizational skills, detail oriented, and able to work in a fast paced environment.

## EDUCATION

---

Palm Beach State College; Lake Worth, Florida

**Bachelor of Applied Science – Supervision and Management**, 8/2009 –present

Business Administration concentration, **GPA 3.5**

Associate in Arts Degree, 5/2009

### Related coursework

Human Resource Management

Organizational Theory & Management

Administrative Management

Leadership Challenge & Supervision

## RELEVANT SKILLS AND EXPERIENCE

---

### Human Resources

- Assisted in developing position requisitions based on manager request.
- Coordinated orientations and exit interviews for part-time and temporary employees.
- Conducted first-level interviews to screen for appropriate job candidates.
- Completed training programs on EEOC, Workplace Harassment, Labor Laws, and Employee Negotiations.

### Administrative Support

- Managed front office and coordinated scheduling with other receptionists for a large real estate office.
- Prepared documents and flyers for realtors using MS Word and Publisher.
- Answered numerous phone inquiries regarding properties and served as liaison between realtors and clients.
- Organized and maintained an Access client database.

## EMPLOYMENT

---

The Breakers, Palm Beach, Florida, 10/2009 – 5/2010

### Human Resources Internship

Century 21, West Palm Beach, Florida, 9/2007 – 9/2009

### Office Assistant

Target, West Palm Beach, Florida, 7/2006 – 8/2007

### Cashier