

Mitch Pavelec

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10 Time Drive, SE Cedar Rapids, IA 52400

319-000-0000 (H); 319-555-5555 (C)

SUMMARY OF QUALIFICATIONS

- Experienced professional in recruiting, training, and supervising of employees
 - Skilled shipping coordinator for global manufacturer and distribution center
 - Accomplished in Microsoft Word, Excel, Access, Fourth Shift, and Clippership software
 - Proficient in English, Spanish, and Portuguese
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PROFESSIONAL EXPERIENCE

Recruitment Coordinator of Summer Employment & Interns

20XX-Present

Celestica Inc.,

Mt. Pleasant, IA

- Recruited, interviewed, and selected part-time summer staff of 15
- Conducted weekly meetings of part-time summer staff
- Inspected 2 production lines daily for efficiency and accuracy
- Developed and monitored annual summer training budget of \$15,000
- Created and managed special projects and training presentations

Shipping Coordinator

19XX-20XX

North Company

Cintas, IA

- Coordinated worldwide distribution of up to 350 packages per day
- Managed internet and computer updates of shipment tracking to meet monthly quota
- Trained 20 employees annually and supervised staff of 35 with special tasks

Assistant Human Resource and Benefits Coordinator

19XX-19XX

Geraiseville Limited

Cedar Rapids, IA

- Managed insurance benefits and payroll accounting
- Interviewed, hired and evaluated 15 employees
- Represented the company in labor negotiations annually

EDUCATION

The University of Iowa, Iowa City, IA

May 20XX

Bachelor of Business Administration: Management

International Business Certificate

Indian Hills Community College, Ottumwa, IA

May 19XX

Associates of Arts: Arts and Sciences

ACTIVITIES & LEADERSHIP:

Association of Human Resource Professionals

20XX-Present

Vice President, Society for Human Resources Management

20XX-20XX

President, International Business Student Association

20XX-20XX

Volunteer Coordinator, Habitat For Humanity

19XX-20XX