

Ava Johnson

Professional summary

Dedicated and detail-oriented recent graduate with a Bachelor’s in Human Resources and strong communication skills. Eager to apply foundational knowledge in HR operations and employee relations in a supportive HR Assistant role.

Experience

HR Intern

May 2023 - August 2023

Horizon Talent Solutions / Chicago, IL

- Supported HR team with data entry, document filing, and employee record management, ensuring accuracy and compliance with company standards.
- Assisted in scheduling interviews, coordinating candidate assessments, and updating job descriptions.
- Helped onboard new hires by preparing orientation materials, conducting initial paperwork, and setting up employee profiles in Workday.
- Maintained confidentiality while handling sensitive employee data.

Customer Service Representative

June 2021 - April 2023

Walgreens / Chicago, IL

- Provided assistance to customers, resolving issues and managing escalations while maintaining a high customer satisfaction rate.
- Collaborated with team members to maintain accurate records of transactions and customer concerns in company systems.

Extracurricular Activities

Volunteer Coordinator

January 2022 - Now

Chicago Cares, Chicago, IL

- Organized and led volunteer efforts in community improvement projects, coordinating schedules and managing communication for a team of 20 volunteers.
- Developed skills in team leadership, time management, and interpersonal communication.

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Chicago, IL

Links

LinkedIn: /in/avajohnson

Education

Bachelor of Science in Human Resources

DePaul University, Chicago, IL

- GPA: 3.6
- Graduated: May 2024

Skills

Microsoft Office Suite (Excel, Word, PowerPoint) ◆◆◆◆◆

HRIS (Workday, BambooHR) ◆◆◆◆◆

Recruitment coordination ◆◆◆◆◆

Data entry and report generation ◆◆◆◆◆

Employee onboarding and documentation ◆◆◆◆◆

Strong organizational and communication skills ◆◆◆◆◆

Courses

SHRM Essentials of HR Certificate

May 2024

Microsoft Excel Specialist

April 2024