

Daniel Markum

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A logo consisting of the letters 'DM' in a bold, blue, sans-serif font, enclosed within a thin blue rectangular border.

PROFESSIONAL SUMMARY

Experience in recruiting and job posting placement, conducting phone interviews, and performing reference checks. Excellent organizational skills, managing candidate qualifications, interview results, and outcomes. Capable of identifying weaknesses or gaps in Human Resource Information Systems (HRIS).

CORE QUALIFICATIONS

- Adherence to privacy and confidentiality policies
- Reference and credit checks
- Employment history verification
- Confidential records management
- Interpersonal, communication, and rapport-building skills
- Technology proficiency including MS Office Suite, Social Media, and Human Resources applicant management systems

EXPERIENCE

Human Resources Assistant, 4/1/2018 - present

Ajax Manufacturing, Conshohocken, PA

- Work with HRIS administrator to create a category for qualified candidates that had been interviewed but not hired, to efficiently identify candidates for future openings.
- Assist in a review of all job descriptions to ensure they were updated, clear, and in compliance with new classification standards.
- Survey and interview department heads to review their staffing requirements. Compile information and develop monthly reports for Human Resources Director.

Human Resources Administrative Assistant, 9/1/2015 - 3/1/2016

IKEA, Philadelphia, PA

- Performed pre-interview phone screening to enable managers to focus on the most qualified candidates.
- Accurately maintained job candidate record, in compliance with all established regulations and standards of confidentiality.
- Monitored web site daily for applications submitted.
- Scheduled interviews.

EDUCATION

West Chester University, West Chester, PA

- Master of Arts in Psychology, Industrial/Organizational Psychology, May 2020
- Bachelor of Arts in Psychology, August 2015