

**Emma Brown**

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Ponferrada, León

## PROFESSIONAL SUMMARY

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Human resources professional with over fifteen years of experience. Accustomed to addressing the changing needs of an office. Adept in various software applications and office equipment. I am looking to continue developing and the role of a receptionist is an excellent fit for my skills.

## WORK EXPERIENCE

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### •Human Resources Manager

*Norfolk Souther Corporation, Norfolk, Virginia*

09/2008 - 02/2023

- Led new talent acquisition and recruitment processes for new full-time hires.
- Administered company-wide compensation and benefit plans.
- Managed the firm's organizational structure, responsibilities, and staffing levels.

### •Human Resources Generalist

*The Port of Virginia, Norfolk, Virginia*

07/2007 - 06/2008

- Handled recruitment processes.
- Administered company-wide compensation and benefit plans.

### •Office Clerk

*Apria Healthcare, Norfolk, Virginia*

04/2006 - 06/2007

- Answered calls and scheduled appointments.
- Sorted incoming mail and handled outgoing mail.
- Processed bills and handled other confidential documents.
- Typed and edited memos and reports.

## EDUCATION

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•Associate of Arts, Tidewater Community College, Norfolk, Virginia

2005

•High School Diploma, Granby High School, Norfolk, Virginia

2001

## LANGUAGES

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**English:** native, **Spanish:** intermediate (B1), **French:** beginner (A2).

## SKILLS

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HR Software(Oracle)

MS Office(Word, Excel, PowerPoint)

Data entry

Typing (60 WPM)

People management

Recruitment