

Carol Nickson

3235 Hide A Way Road, Terre Haute, IN 47807 • (812) 564-6778 • carnicksampleemail.com@gmail.com

HR Professional

A self-motivated and analytical individual with a strong commitment and expertise in human resources and administrative functions. Effective in providing administrative support by preparing reports and anticipating administrative issues. A motivated young professional with an aptitude for innovation and creative problem solving. Communicative and personable, will learn and adapt quickly, follow direction, and serve internal and external customers with poise and professionalism.

Areas of Expertise

- Administrative Functions
 - Recruitment
 - Manpower Planning
 - Communication Skills
 - Data Entry
 - Records Management
 - Customer Service
 - MS Office Suite
 - Social Media
-

EDUCATION

Bachelor's Degree (Major in Urban Policy) | California State University, Berkeley, AZ, 2015

Courses: HR Fundamentals, Recruitment and Selection, Employment Policy, Labor Relations, Employee Morale, Global HR Trends, Supply Chain Management, Finance, Marketing, Micro-/Macroeconomics, Managerial Accounting, Bonuses

EXPERIENCE HIGHLIGHTS

OIL COMPANY, Abu Dhabi, UAE

Senior Analyst (Recruitment Section), Mar 2018 – Present

- Assist in analyze staffing needs and recruiting employees (direct hires and special contracts).

OIL COMPANY, Abu Dhabi, UAE

Senior Analyst (Manpower Planning Section), Apr 2017 – Mar 2018

- Completed training on mapping the employees to different sections and managing the Key Performance Indicators (KPI) of the employees.

OIL COMPANY, Abu Dhabi, UAE

Officer (Organization Development Section), Oct 2016 – Apr 2017

- Completed basic training on organizing the structure of the company by opening and closing new positions based on operating budgets and resources available.
- Received an appreciation letter.

OIL COMPANY, Abu Dhabi, UAE

Officer (Achiever Oasis Station), Dec 2013 – Oct 2016

- Participated in the Achiever Oasis Program where the merit and high grade students are motivated to pursue studies in the fields of engineering, exploration, production, and management.
-

OTHER SKILLS

- Decision Making
- Teamwork
- Planning and Organizing
- Flexibility
- Multi-Tasking
- Interpersonal Skills