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Introduction



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Why am I interested in HR?

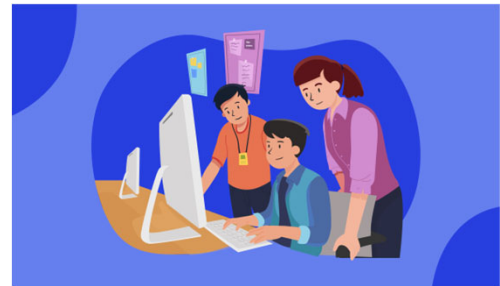
- Getting to know everybody at a company
- Having the opportunity to help others
- Being involved in recruiting strategy / business strategy
- Have learned I really enjoy using HRIS systems



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What have I been working on?

- Created Walk-through procedures for employees on how to access and complete required trainings
- Uploaded training certifications to employee's digital file
- Uploaded workers compensation codes and EEO-4's for each job type
- Assisting in publishing updated Employee Policy Handbook
- Helping organize the Employee Picnic
- "Day in the Life" video to serve as a recruiting tool



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Thank you

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