



Nadia Webster

HR Office Assistant

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SUMMARY

Early career **administrative support** candidate with campus service experience and supervised **human resources** office projects. Provides courteous **front desk** assistance, phone and email routing, filing, copying, printing, data entry, mail preparation, and mail distribution. Uses Microsoft Word and Excel for correspondence, contact logs, status trackers, and accurate records. Practices **Form I 9** verification concepts through guided scenarios, with careful protection of confidential employee and applicant information. Communicates clearly with students, staff, applicants, visitors, suppliers, and community members. Handles shifting clerical needs with dependable follow through, organized work habits, and respectful service. Academic training and part time office work support productive teamwork, accurate documentation, and a welcoming environment for people with varied backgrounds and experiences.

EDUCATION

Associate of Applied Science in Administrative Office Management

Kirkwood Community College 🎓 GPA: 0 📅 2026 📍 Cedar Rapids, IA

Coursework: *Human resources administration, Microsoft Office, records management, business communication*

TECHNICAL SKILLS

- **Microsoft Office:** Microsoft Word, Microsoft Excel, Microsoft Office Suite
- **Records Management:** Paper filing, Electronic filing, Controlled access
- **Communication Channels:** Phone, Email, In person inquiries
- **Mail Operations:** Mail preparation, Mail distribution, Incoming mail sorting
- **Document Services:** Copying, Printing, Scanning
- **Human Resources Forms:** Form I 9, Employee records, Applicant records
- **Data Management:** Data entry, Contact logs, Status trackers
- **Front Desk Operations:** Visitor reception, Question routing, Appointment records
- **Customer Service:** Student service, Applicant service, Visitor assistance
- **Office Administration:** Clerical support, Filing workflows, Records documentation
- **Workplace Communication:** Written communication, Verbal communication, Follow up documentation
- **Privacy Practices:** Confidential information, Private records, Controlled access

EXPERIENCE

Human Resources Office Support Project

University Project 📅 August 2026 - Present 📍 Iowa City, IA

Supervised academic office project covering front desk service, applicant inquiries, employee records, Form I 9 scenarios, filing, data entry, and routine human resources workflows. Presented work for review and applied feedback on accuracy, confidentiality, and service.

- Simulated front desk inquiries and routed **applicants** toward appropriate **human resources** resources.
- Practiced **Form I 9** scenarios and flagged exceptions for instructor review.
- Built sample employee **filing** structures with controlled access and confidentiality practices.
- Used **Microsoft Word** and Excel for logs, worksheets, correspondence, and status tracking.
- Checked **data entry** against source documents, reducing errors in sample employee records.
- Presented office workflow findings and applied feedback on accuracy and welcoming service.

Part Time Student Office Assistant

Campus Service Office 📅 January 2026 - Present 📍 Iowa City, IA

STRENGTHS

- 😊 **Welcoming Service**
At a busy campus desk, greeted students and visitors with patience, then connected each person with a useful next step.
- 🔒 **Confidential Records**
During supervised human resources scenarios, protected sample employee details and referred uncertain cases for review.
- ✓ **Accurate Data Entry**
Checked names, dates, and contact details against source documents, catching small errors before records moved forward.
- 📞 **Clear Routing**
Role play calls and emails taught a practical lesson, good questions reach the right resource faster.
- 📁 **Organized Clerical Support**
Balanced filing, scanning, mail, and class commitments by keeping work queues visible and manageable during busy periods.

SKILLS

Human Resources Support

Front Desk Service

Clerical Support

Confidential Records

Form I 9 Concepts

Microsoft Office Suite

Microsoft Word Microsoft Excel

Data Entry Filing Copying

[Printing](#) [Mail Processing](#)

[Customer Service](#) [Teamwork](#)

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Human Resources Office
Support Project at University
Project (1 Months)

● Part Time Student Office
Assistant at Campus Service
Office (8 Months)

Part time campus office role supporting a busy service desk, mail workflows, shared records, document preparation, filing, scanning, and visitor assistance. Balances recurring clerical work with class commitments and escalates matters outside assigned authority.

- Greeted **students** and **visitors**, then routed routine questions to appropriate staff.
- Sorted incoming campus mail and prepared outgoing packets for accurate distribution.
- Entered appointments and service requests into shared records with careful detail checks.
- Prepared Word documents, Excel lists, copies, and printed materials for office use.
- Filed and scanned records around class commitments, keeping work queues organized.
- Escalated questions beyond assigned authority to permanent office personnel with clear context.

PROJECTS

Welcoming Human Resources Service Workflow 📅 2026

Small details shape trust. Created a supervised workflow connecting visitor reception, inquiry routing, record handling, Form I 9 scenarios, and follow up documentation for a welcoming human resources office experience.

LEADERSHIP & AWARDS

- Dean's List, Spring 2026
- Campus Service Excellence Recognition, 2026
- Peer Welcome Volunteer, Student Services, 2026

CERTIFICATIONS

- Microsoft Office Fundamentals 📅 2026
- Form I 9 Verification Concepts 📅 2026

PROFESSIONAL AFFILIATIONS

- Administrative Careers Student Peer Group, 2026
- Student Services Peer Welcome Volunteer, 2026

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST