

Paisley Lloyd

Human Resources Assistant IV, Personnel Qualification and Eligibility

📞 (808) 555-7314

✉️ paisley.lloyd@example.com

🌐 linkedin.com/example/paisleylloyd

📍 Honolulu, HI 96816

STRENGTHS

- 🔍 **Qualification Review**
Compared education and employment histories with standards, then documented decisions so reviewers could follow each conclusion.
- ☰ **Eligibility Processing**
Reconciled qualifying factors and status changes for candidate lists. A clean list gave recruiting staff dependable next steps.
- 🔧 **Rule Application**
Applied procedures, substitutions, and experience calculations to real records. Colleagues sought help when a case felt unclear.
- ✅ **Record Accuracy**
Audited files before routing and corrected gaps early. That simple pause protected downstream processing from avoidable rework.
- 👥 **Team Lead Support**
Distributed review queues and answered process questions during rotating lead coverage. Staff gained a steadier rhythm on busy days.

SKILLS

Applicant screening

Qualification review Eligibility lists

HR rules and regulations

Personnel procedures

Staffing transactions

Employee records

Education substitutions

Experience calculations

Part time proration

Documentation review

Clerical administration

SUMMARY

Human resources support professional with four years of progressively responsible office and personnel experience, including application review, qualification determinations, eligibility processing, personnel records, staffing transactions, and selection monitoring. Compares education and employment histories with **classification specifications**, **qualification standards**, and documented human resources requirements. Applies rules, regulations, procedures, education substitutions, experience calculations, and part time proration when reviewing records. Maintains clear documentation supporting eligibility decisions and **personnel transactions**. Progressed from general clerical support into specialized human resources work, including rotating **team lead assignments** that demonstrate supervisory aptitude. Brings organized judgment, accurate recordkeeping, dependable follow up, and respectful service to operating units while supporting timely, compliant personnel processing.

EXPERIENCE

Human Resources Assistant, Applicant Qualification Review

Island Workforce Services 📅 October 2024 - Present 📍 Honolulu, HI

Supports application qualification, eligibility list preparation, personnel documentation, and selection monitoring for administrative and support classifications. Provides rotating team lead coverage, resolves procedural questions, and escalates unusual qualification issues for senior review.

- Reviewed applications against education, employment, and classification standards for consistent qualification decisions.
- Applied personnel rules, **education substitutions**, and **experience calculations** within documented staffing records.
- Prepared **eligible candidate lists** by reconciling qualification factors and vacancy status changes.
- Monitored operating unit selections, followed up on aging actions, and supported timely processing.
- Led daily review queues, answered procedural questions, and escalated unusual qualification issues.
- Audited personnel files and transaction records, correcting gaps before downstream processing.

Personnel Records Clerk, Experience Credit

Harbor Point Community Services 📅 October 2023 - September 2024 📍 Honolulu, HI

Maintained employee and applicant records while supporting qualification review, **experience credit** calculations, routine **staffing transactions**, and confidential inquiries. Created practical checklists and worksheets that gave human resources reviewers clearer evidence for consistent decisions.

- Indexed **personnel records** and validated required fields before routine human resources workflow entry.
- Compared education and employment information with position requirements, flagging incomplete qualification evidence.
- Calculated full time and prorated part time service using documented weekly schedules.
- Processed staffing updates against source records before routing transactions for final review.
- Answered status questions with documented case information while protecting confidential personnel data.
- Created file checklists that helped reviewers identify missing qualification evidence sooner.

Office Assistant, Clerical Operations

Aloha Administrative Partners 📅 October 2022 - September 2023 📍 Honolulu, HI

Provided progressively responsible clerical support across multiple service teams, managing records, correspondence, tracking logs, document packets, and confidential intake. Took lead coverage during absences, prioritized shared queues, and guided newer staff under supervisor direction.

- Maintained electronic records, correspondence, calendars, and incoming documents across service teams.

Team lead support

Confidential records

Written communication

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Human Resources Assistant, Applicant Qualification Review at Island Workforce Services (2 Years)

● Personnel Records Clerk, Experience Credit at Harbor Point Community Services (11 Months)

● Office Assistant, Clerical Operations at Aloha Administrative Partners (11 Months)

- Reviewed forms before data entry, resolving routine discrepancies with submitting staff.
- Built tracking logs for time sensitive requests and clarified outstanding administrative work.
- Prepared letters, spreadsheets, and record packets using consistent filing conventions.
- Coordinated document intake and distribution while protecting confidential information during handoffs.
- Covered shared clerical queues, prioritized assignments, and guided newer staff under supervision.

PROJECTS

Eligibility Review Workflow 📅 2025

Created a practical review workflow for comparing education, employment history, qualification factors, and supporting documents. Clear checkpoints helped preserve a reliable decision trail.

Personnel Records Checklist 📅 2024

Built a standardized checklist for personnel files and staffing transactions. Reviewers could spot missing dates, hours, signatures, and qualification evidence with greater consistency.

LEADERSHIP & AWARDS

- Selected for rotating team lead assignments after demonstrating dependable judgment during application review queues.
- Recognized by human resources colleagues for clear documentation and practical support with unusual qualification questions.
- Earned increasing responsibility across clerical administration, personnel records, and specialized human resources processing.

EDUCATION

Associate of Science in Business Administration

Kapiolani Community College 🎓 GPA: 3.5 📅 2022 📍 Honolulu, HI

Coursework: *Human resources administration, business communication, office procedures, records management*

CERTIFICATIONS

- Human Resources Essentials Certificate 📅 2024
- Business Administration Certificate 📅 2022

TECHNICAL SKILLS

- **Human Resources Review:** Applicant screening, qualification review, eligibility lists
- **Personnel Regulations:** Human resources rules, personnel procedures, program requirements
- **Staffing Administration:** Staffing transactions, selection monitoring, vacancy tracking
- **Records Management:** Employee records, applicant records, file indexing
- **Qualification Documentation:** Documentation review, decision records, audit trails
- **Experience Calculations:** Full time service, part time proration, weekly schedules
- **Education Review:** Education substitutions, degree verification, coursework review
- **Office Administration:** Clerical administration, correspondence, calendar management
- **Productivity Software:** Spreadsheets, electronic records, document packets
- **Team Coordination:** Queue distribution, procedural guidance, escalation support
- **Confidential Information:** Personnel data, privacy controls, secure record handling

PROFESSIONAL AFFILIATIONS

- Kapiolani Community College business administration community, Honolulu, Hawaii.
- Human resources peer review group supporting consistent qualification documentation and staffing records.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST