Aaron Brown

1419 View Ave

Centralia, WA, 98531

360-623-0856

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Dear Hiring Manager,

I recently came across your job posting for an experienced Human Resource Assistant and I would like to express my deep interest for this opening.

I have ten years’ experience in the warehouse industry, having held several job titles in that time including Team Lead, Senior Supervisor, Office Assistant, and Human Resource Generalist. These roles have required me to face new and increasing challenges on a daily basis. I am pleased to say that I have exceeded my current employer’s expectations of me in any position I have been placed. I am very driven, with a strong work ethic and an incredible sense of loyalty.

A position with your company would be something of a departure from the norm for me as I have, for the most part, worked for the same group of people, in the same industry for nearly 10 years. I do feel however, that it is time for me to begin a new chapter and look to the future for myself and my family.

I have included my resume and am looking forward to hearing from you regarding my application.

Sincerely,

Aaron Brown

**Aaron M. Brown**

1419 View Ave.

Centralia, Washington 98531

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**Objective**

Warehouse Human Resource Generalist/Recruiter with ten years’ experience in the warehouse industry. Personally responsible for the hiring and onboarding of over 250 associates in three separate warehouses for the Northwest region. Currently seeking to take all current experience, work ethic, and loyalty to branch out and obtain employment in a more career oriented environment.

**Work Experience**

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| **Staffworks - Fred Meyer Warehouse**, Chehalis, WA 10/2007 – 8/2008  *Team Lead* |

* Hired as a Freight Handler in the Non-Conveyable department
* Promoted to Team Lead after six months

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| **Roadlink - Fred Meyer Warehouse**, Chehalis, WA 8/2008 – 5/2013  *Department Supervisor* |  |

* Worked as a Team Lead in the Receiving, Non-Conveyable, Loading and Stackdown departments
* Department Supervisor for the Receiving department

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| **Merit Integrated Logistics - Fred Meyer Warehouse**, Chehalis, WA 5/2013 – 5/2016  *Office Assistant* |  |

* Work as an office assistant helping to maintain the attendance records of all associates in the warehouse
* Assisted with performing interviews and new-hire data entry
* Updated daily reports for departmental revenue and labor costs

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| **Merit Integrated Logistics**, Multiple Locations 5/2016 – Current  *Human Resource Generalist* |  |

* Sole HR Generalist/Recruiter for the northwest region
* First point of contact for Human Resource inquiries
* Proficient in several recruiting, applicant tracking, and onboarding systems
* Responsible for hiring over 250 employees in the last year

**Education**

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| --- | --- |
| **Centralia College** Centralia, WA  *Associate in Applied Computer Science Technology, GPA: 3.55* | 2010 - 2013 |

* Microsoft Desktop Platform Level I & II
* Microsoft Office Suite
* Microsoft Server Management
* Linux Platform Level I & II
* Linux Server Management
* Network Technology
* Web Scripting HTML 4 & 5
* Written and Workplace Communication
* Java Programming(Desktop & Servlets/JSP)
* Apache/Tomcat Web Server(s)