

JESSICA CLAIRE

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PROFESSIONAL SUMMARY

Senior Psychology Major and student athlete from Atlanta, Ga. Interested and invested in earning a graduate degree in Business Administration or Industrial/Organizational Psychology. Desired career in Human Resources, Analytics, or Organizational Change and Leadership. Proud Ronald E. McNair Trio Scholar and Vice President of Rho Chapter of Omega Psi Phi Fraternity, Incorporated. Fast paced, organized, self-starting, and very collaborative and open to new information and perspectives, while also being very capable of independent work.

SKILLS

- Microsoft Office: Excel, Word, Powerpoint
- Data Analysis
- Database Research
- Analytical Thinking
- Data Entry
- Developing Presentations and Reports
- Human Resources Management Systems and HRIS Applications
- Filing Systems
- Talent Recruiting and Management systems
- Administering Social Media Accounts
- Time Management

WORK HISTORY

10/2022 to 12/2022 **Talent Management Intern**

Aspirus – Antigo, WI Charlotte, NC

- 12- week Talent Management rotation within airlines' human resources departments.
- Pre-screened resumes in recruiting database ICIMS prior to sending to hiring managers for consideration.
- Completed human resource recruitment requirements by scheduling employee screenings and recruiting trips.
- Worked with HRIS department, improving organizational filing systems for confidential employee records, resulting in improved accessibility and efficiency.
- Improved skill in office efficiency through effectively operating internal communications and correspondence systems including, but not limited to: Outlook and Microsoft Teams.
- Created and updated tracking spreadsheets using Microsoft Excel and Yello's talent acquisition software .
- Maintained optimal staffing levels by tracking vacancies and initiating recruitment and interview processes to identify qualified candidates.
- Worked as an effective team member while contributing to local and regional HR recruiting projects.

01/2021 to 10/2022 **Institutional Effectiveness Researcher**

Raymond Building Supply – Naples, FL Charlotte, NC

- Wrote research papers, reports, reviews and summaries regarding use of incentives and its effects on employee self-efficacy.
- Gathered and organized information for research purposes.
- Created and implemented procedures to obtain required information and support research goals.
- Reviewed, classified and recorded survey data in preparation for computer analysis.
- Consulted with Managers to identify survey needs and specific requirements such as special samples.
- Entered responses from survey participants into internal database using Microsoft Word and Excel to later compile reports or conduct analysis.
- Delivered effective oral presentations to Managers and Team Members based upon data compiled from various research sources and findings.
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Performed duties in accordance with applicable standards, policies and regulatory guidelines to promote safe and efficient institutional environment.
- Used Microsoft Word and other software tools to create documents and other communications

02/2020 to 01/2021 **General Warehouse Associate**

Coca-Cola Bottling Co. Consolidated – Dickson, TN Atlanta, GA

- Worked safely around moving machinery.
- Prepared orders for shipment by systematically picking, packing and labeling merchandise.
- Inspected incoming and outgoing shipments to verify accuracy and prevent errors.
- Cleaned and maintained warehouse in compliance with OSHA safety standards.
- Operated RF scanners to track merchandise and verify contents of containers.
- Wrapped pallets in shrink wrap prior to loading.
- Labeled and accurately moved customer orders to meet shipment timetables and minimize errors.
- Performed inventory control, such as counting and stocking merchandise.
- Readied product pallets for optimal storage and shipment, carefully organizing boxes and balancing weight.
- Managed product staging to efficiently transfer items between receiving, storage and shipping locations.
- Evaluated supplies and product inventory to check for quality and quantity issues and returned unacceptable materials to vendors.

02/2018 to 02/2020 **Part-Time Clerk**

QuikTrip – City, STATE Atlanta, GA

- Facilitated sales of services and goods.
- Maintained inventory of all saleable items.
- Checked customer identification for alcohol, cigarette, and lottery sales.
- Finalized sales and collected payments by totaling order and accepting tender from customer.
- Delivered exemplary customer service and warmly greeted guests.
- Assisted in maintaining back room operations by unloading deliveries.
- Replenished products on shelf, rotated products and confirmed adherence to code dating procedures.
- Performed cash, card and check transactions to complete customer purchases.
- Maintained clean, trash-free workspaces to maximize productivity and safety.
- Cleaned and sanitized dishes and utensils, consistently keeping adequate supplies on hand for expected customer loads.
- Restocked supplies and prepared additional ingredients during downtime for expected busy periods.
- Made food according to standard recipes with requested changes for customer satisfaction.

EDUCATION

07/2023

Bachelor of Arts: Psychology

Johnson C Smith University - Charlotte, NC

- Dean's List
- Athletic Director Scholar
- McNair Scholar Cohort IV
- Relevant Coursework: Industrial/Organizational Psychology, Public Speaking, and Experimental Research Methods.
- 3.2 GPA
- Extracurricular Activities: Football
- Vice President of Rho Chapter of Omega Psi Phi Fraternity, Incorporated
- Mellow Minds Mental Health Advocacy Club Member

06/2019

High School Diploma

Dr. Martin Luther King-Jr. High School - Lithonia, GA

- Football Scholarship Recipient
- 3.1 GPA
- Extracurricular Activities: Football

AFFILIATIONS

- Omega Psi Phi Fraternity, Incorporated

CERTIFICATIONS

- Data Analytics, Google - In Progress