# EDUCATION

ANJU S

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**RESUME WORDED UNIVERSITY** Boston, MA

Bachelor of Science in Human Resource Management Expected May 2022 Cumulative GPA: 3.75/4.0; Dean’s List 2015-2016

Relevant Coursework: Business Fundamentals and Processes, Operations Management, HR Management, Finance Fundamentals

**THE ASSOCIATION FOR TALENTED DEVELOPMENT (ATD)** New York, NY

Certified Professional in Learning and Performance (CPLP) Jul 2018 - Jul 2019

# WORK EXPERIENCE

**RESUME WORDED & CO.** New York, NY

Corporate HR Intern Jun 2021 – Sep 2021

* Created a knowledge base of 80 internal resources, improving employee onboarding and reducing time spent per project on administrative tasks by 40%.
* Trained and led team building workshops monthly for 3 departments.
* Researched and designed online 6-month and 1-year candidate performance review checklists.

**GROWTHSI** New York, NY

HR Intern I Jun 2020 – Sep 2020

* Conducted the full recruitment life cycle for a Business Associate position, resulting in the hire of 3 candidates.
* Assisted in the training and development for 12 new recruiting interns through a structured curriculum.
* Conducted and led weekly intern meetings.

# VOLUNTEERING & UNIVERSITY PROJECTS

## COMMUNITY PROJECT - CityKidz Development Program Feb 2020

* Organized and conducted weekly meetings amongst all volunteers, coordinating volunteer integration and human resource coordination.
* Equipped all 80+ volunteers and staff with training of child protection policies and monitored programs for the alignment of these policies.

## HR & VOLUNTEER ENGAGEMENT PROJECT Jan 2020

* Supported the HR team on 15+ projects including best practice research, recruitment support and other ad hoc HR tasks.
* Led all activities related to the ABC Foundation’s annual signature event held in February including preparation of position descriptions, frontline communication, recruitment and on-going training of volunteers.

# ACTIVITIES

**RESUME WORDED HUMAN RELATIONS SOCIETY** Boston, MA

Head of Events Sep 2020 – Present

* Founded the first ever RW Worx Program that provides a modern online platform for recruiting and payroll solutions.
* Organized and advertised 10+ quarterly networking events with 300+ participants in 3 universities in Boston.

**RWU TENNIS SOCIETY** Boston, MA

Committee Member Jan 2020 – Present

* Managed the launch of a new booking system to improveorganization of events; a system now used across university.

# ADDITIONAL

**Technical Skills**: HRIS, Microsoft Project; Proficient in ADP, Matlab, PurelyHR.

**Languages:** Fluent in French, English; Conversational Proficiency in Italian, German.

**Certifications & Training:** Online Course in Professional Recruiter (PRC), Passed Resume Worded examinations.