

Calder Wilson

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Education:

West Virginia University, M.S. in Industrial Relations and Human Resources, GPA: 3.92 2020
West Virginia University, B.S. Psychology, GPA: 3.21 2017

Work Experience:

West Virginia University, Graduate Teaching Assistant, *Morgantown, WV* August 2018 – Present

- Punctually attended weekly meetings to report to Professor
- Completed grade entries prior to established deadlines
- Evaluated and provided feedback on assignments to 50 students' performances weekly
- Educated through different mediums (online, in person, with videos)

Morgantown Brewing Company, Server/Bar Assistant, *Morgantown, WV* June 2017 – Present

- Ensured customer satisfaction through prompt delivery and excellent customer service
- Effectively resolved difficulties with customers of various personalities
- Educated customers in brewing processes

JLG Industries Inc., Human Resources Intern, *Shippensburg, PA* June 2019 – August 2019

- Assumed a temporary role as a Human Resources Business Partner (HRBP) at a manufacturing plant
- Designed a formal training program for the Group Leader position
- Conducted new hire orientation and submitted I-9 & ITAR documentation for compliance
- Monitored ADA accommodations and FMLA requests for leave through CIGNA
- Reviewed merit review documentation for accuracy during employee merit review cycle
- Reviewed disciplinary documentation for accuracy
- Assisted employees with Workday inquiries & benefits election
- Conducted exit interviews for voluntary terminations

WVU's Merit Badge University, Service Intern, *Morgantown, WV* December 2016 - February 2017

- Coordinated events for over 400 youth scout participants
- Utilized Excel to organize registration and event data
- Contacted parents/participants for registration statuses and follow-ups
- Facilitated event setup, execution and breakdown

Montgomery County Coalition for the Homeless (MCCH), Intern/House Manager, June 2016 - July 2016
Rockville, MD December 2016 - January 2017

- Planned outings & events for veterans
- Assisted mentally ill residents with everyday tasks, medications and transportation to appointments

Supplemental Experience:

Federal Correctional Institute Mock Interviews Fall 2018 & 2019

- Conducted mock interviews with over a dozen inmates to strengthen their interview skills for when they are released

WVU GE Interview Competition Fall 2018, Spring 2019 & 2020

- Conducted mock interviews with over 20 undergraduate business students
- Structured interview based on GE behavior-based questions

MSIR Recruitment Project Fall 2018

- Travelled to California University of Pennsylvania to recruit undergraduate students to WVU's MSIR program
- Presented recruitment plan and results to the director of Graduate Admissions & Recruiting

WVU Individual Mood and Emotions Research Lab research assistant August 2017- May 2018

WVU Anxiety, Psychophysiology and Pain lab research assistant September 2016- December 2017