

# Dena Paw

## Human Resource Intern

### CONTACT

**Phone:** +479-979-7066

**Email:** Nawde143@outlook.com

**Address:** 3263 County Road 4400,  
Clarksville, Arkansas 72830

### OBJECTIVE

Currently a student at Arkansas Tech University majoring in Information Technology, seeking an HR internship opportunity to apply my Microsoft Office, communication, skills. Eager to gain hands-on experience in human resources while contributing to a positive and engaging work environment at Tyson Foods.

### EXPERIENCE

#### **Capstone Project | August 2024- May 2025**

**MeetATU** - Arkansas Tech University

Create mobile app that could help students at Arkansas Tech University connect with their classmates through shared classes.

- Maintained records, scheduled meetings, and communicated effectively with teams.
- Prepared detailed reports, maintained data accuracy, and supported staffing processes for student engagement

### EDUCATION

**Clarksville High School | Class of 2020 | GPA 3.9**

**Arkansas Tech University | August 2020- December 2025**

Associate of Applied Science – Business Technology | August 2022 | GPA 3.9

Associate of Applied Science – Information Technology | May 2024 | GPA 3.5

Bachelor of Science – Information Technology | Expected Fall 2025 | GPA 3.5

### CERTIFICATES

#### **Microsoft Office Specialist | 2022**

- Word 2019 Expert
- Excel 2019 Associate

#### **Texas A&M Engineering Extension Service | 2023**

- Cyber Ethics Certification

#### **Communication Skills for Business | 2021**

- Professional Communication Certification

#### **Arkansas Tech University | 2022 - 2024**

- Technical Certificate – Business Technology | August 2022
- Certificate of Proficiency – Computer Programming | December 2024

### SKILLS

- **Bilingual in Karen and English**
- **Technical Skills:** Microsoft Office Suite, HRIS systems.
- **Soft Skills:** Communication, teamwork, organizational skills.

### COMMUNITY ENGAGEMENT

#### **Participated in “Keeping Arkansas Beautiful”**

- Participated in statewide environmental cleanup efforts to help maintain Arkansas' natural beauty.

#### **Volunteering in Russellville Retirement Center**

- Assisting the elders with their daily activities such as feeding, bathing, grooming, toileting, and moving them around to keep their motor active