

## **Xiaomeng Wang**

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### **EDUCATION**

**The Ohio State University, Fisher College of Business**  
Master of Human Resource Management GPA:3.73/4.00

**Columbus, OH**  
May 2014

**The Ohio State University, Fisher College of Business**  
Bachelor of Science in Business Administration  
Major: Human Resource Management; GPA: 3.59/4.00

December 2011

### **EXPERIENCE**

**General Electric Lighting** (*Circleville Lamp Plant*)  
**Human Resource Intern** (*Hired back as a contractor for summer*)  
**Human Resource Co-op**

**Circleville, OH**  
June 2014-Present  
May 2013-May 2014

- Work as HR Intern at GE Lighting Circleville Lamp Plant to serve 300 employees. Also worked while I was a full-time master's student at The Ohio State University-Fisher College of Business.
- Work on special project such as conducting market pricing of hourly employees' pay with local industries' survey data to evaluate the local plant pay competitiveness among competitors in similar industries. Make recommendations on short-term and long-term incentive plans as well as non-momentary compensation methods to HR manager.
- Conduct various calculations on Excel to do workforce analysis to make future hiring plans. Then generate the calculated number to create reports for HR manager. I am building an employee data base through Microsoft Access to simplify user experience.
- Support HR manager and plant manager in the Session C performance review process.
- Continue to work closely with Co-op coordinator to recruit, select and on board co-ops on a semester basis to meet Circleville Lamp Plant hiring plan and needs.
- Create interview questions, recruit and select staff and hourly employees to meet local plant production plan. Supported corporate talent acquisition manager to recruit at veterans' job fair and conducted phone screening for various corporate positions.
- Initiated and executed Circleville Lamp Plant employee relations programs.
- Participated in a lean project to teamwork with mechanics and operators to improve machine defects rate by 85%.
- Successfully led United Way Campaigns and "Sweats for Vets" charity events to raise total value of \$1200 in donations

**International Friendships Inc. (IFI)**  
**Human Resources Assistant**

**Columbus, OH**  
May 2012-May 2014(volunteer)

- Contacted HR professionals in other non-profit organizations in order to gather information regarding the different application assessment tools that they were utilizing for candidate interviews. Proposed recommendations to the senior team on IFI's selection process
- Edited and updated IFI policy manual and refined job descriptions
- Worked on special project based on requests to make sure the IFI policy manual meets legal compliance

**Wei Qiao Textile Company Limited** (*Summer Internship*)  
**Human Resources Assistant**

**Shandong, China**  
July 2011-September 2011

- Recruited candidates for entry-level manufacturing positions
- Served as the point of contact for 100 new hires during orientation, which included providing information related to company policies and procedures
- Collected and arranged performance appraisals from two branch factories and reported new hire information to the HR Manager

**Iowa State University** (*attended ISU until May 2009*)  
**Teaching Assistant of the Business Administration Course**

**Ames, IA**  
January 2009-May 2009

- Assisted with teaching 40 students that were enrolled in the international section of the Business Administration course
- Managed course website and responded to student emails. Mentored new incoming international students as a peer advisor.

### **ADDITIONAL HUMAN RESOURCES SKILLS**

- **Compensation Knowledge & Skills:** market pricing, job and pay structure, external competitiveness analysis, incentive plan design, merit pay plan design, bonuses plan design, compensation policies and training

- **Computer Skills:** v-lookup, pivot table, conditional formatting, Excel formulas; Access; StatTools, regression analysis
  - **Language Skills:** English(fluent), Mandarin Chinese(fluent)
  - Member of Masters of Human Resource Management Association (MHRM)
  - Rolls Royce MHRM Internal Case Competition 2012
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#### **VOLUNTEER WORK**

- Worked in a 10 people team to help Habitat for Humanity with house construction work
- Led 12 Circleville high school students to volunteer on the United Way Community Caring Day
- Served as donation distribution guidance leader at Lutheran Food Pantry with Fisher Service team
- Shared eastern culture and helped with students' mock interview activity at Upper Arlington Elementary School
- Taught children art and math at Mission Arlington Texas