

**EMERALD HAMEL-IERVOLINO**  
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## **EXPERIENCE**

**CHERRY BEKAERT, LPP**  
*Assistant/IT Liaison*

**Atlanta , GA**  
January 2018- January 2020

- Help staff with Polycom & IT issues, and configure equipment to onboard employees.
- Gather data, and prepare spreadsheets for office records and personnel files.
- Proofread engagement letters, invitations, memos, and review important tax documents for accuracy.

**APTEAN SOFTWARE SOLUTIONS**  
*HR Generalist Intern*

**Atlanta , GA**  
September 2014 - 2015

- Screened resumes, reviewed applications, and provided information for new hires to get started.
- Core working knowledge of HR functions : compensation, benefits, employee relations, organizational development, health & safety etc.

## **EDUCATION**

**GEORGIA STATE UNIVERSITY**

2014 - 2020

*B.S. in Psychology*

Certified ScrumMaster - Scrum Alliance

January 2020

## **PROFICIENCY**

Design: Photoshop, Illustrator,  
Version Control: Git, JIRA  
Soft Skills: Scrum, SAFE, Technical Writing  
Data Visualization: Tableau, MixPanel  
Programming: HTML, CSS, JavaScript  
Foreign Language: Japanese