

EMERALD HAMEL-IERVOLINO
Sandy Springs, GA - (954)-234-0959
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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