

HR ASSOCIATE

Summary

Innovative and artistic professional with 6 years in the fashion industry, and an Energetic Recruiter who is self-motivated and results-driven with strong communication, analytical, problem solving and reasoning skills.

Highlights

- Trend and emerging brand awareness
- Detail-oriented
- Apparel styling techniques
- Superior communication skills
- Strong creative design skills
- Self-motivated professional
- Superb attention to detail
- Hiring and retention
- Training and development
- Recruiting
- Employee relations
- Personnel records maintenance
- New hire orientation
- Exceptional interpersonal skills

Experience

HR Associate Jan 2015 to Current

Company Name - City , State

- Recruit and interview at least 10 applicants per week.
- Answer employee questions regarding benefits and company protocol as well as resolving any issues.
- Conduct new employee orientation to foster positive attitude toward organizational objectives.
- Direct personnel, training, and labor relations activities.
- Identify staff vacancies and recruit, interview, and select applicants.
- Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.

Cashier Captain Feb 2014 to Sep 2014

Company Name - City , State

- Maintained knowledge of current promotions, policies regarding payment and exchanges, and security practices.
- Operated a cash register to process cash, check and credit card transactions.
- Administered all point of sale opening and closing procedures.
- Offered exceptional customer service to differentiate and promote the company brand.
- Offered direction and gave constructive feedback to motivate team members.

Sales Associate Nov 2013 to Feb 2014

Company Name - City , State

- Explained information about the quality, value and style of products to Influence customer buying decisions.
- Guided customers in choosing items that reflected personal style and shape.
- Recommended merchandise based on customer needs.

Cashier, Shipment Associate Nov 2010 to Jan 2014

Company Name - City , State

- Computed sales prices, total purchases and processed payments.
- Maintained knowledge of current promotions, policies regarding payment and exchanges, and security practices.
- Operated a cash register to process cash, check and credit card transactions.
- Replenished floor stock and processed shipments to ensure product availability for customers.

Administrative Assistant Aug 2011 to Dec 2012

Company Name - City , State

- Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information.
- Designed electronic file systems and maintained electronic and paper files.
- Maintained the front desk and reception area in a neat and organized fashion.
- Dispersed incoming mail to correct recipients throughout the office.
- Organized files, developed spreadsheets, faxed reports and scanned documents.
- Made copies, sent faxes and handled all incoming and outgoing correspondence.

1st and 2nd Grade Sunday School Teacher Oct 2009 to May 2010

Company Name - City , State

- Planned lessons and created classroom materials to instruct students about Judaism.
- Established and enforced rules for behavior and procedures for maintaining order among a class of 18 students.
- Created and enforced child-based hands-on curriculum to promote student interest and receptive learning.

Education

Bachelor of Arts , Culture and Media Studies 2015 Eugene Lang College The New School for Liberal Arts - City , State GPA: GPA: 3.87 Dean's List (2011 - 2015) - awarded for maintaining a 3.5 GPA or higher per academic year Dean's Scholarship (2011 - 2015) - awarded for academic excellenceLang College Scholarship (2011 - 2015) - awarded as incoming student for leadership potential then continued for maintaining satisfactory academic performance

Minor in Psychology

3.87 GPA

Dean's List (2011 - 2015) - awarded for maintaining a 3.5 GPA or higher per academic year

Dean's Scholarship (2011 - 2015) - awarded for academic excellence

Lang College Scholarship (2011 - 2015) - awarded as incoming student for leadership potential then continued for maintaining satisfactory academic performance

University of Massachusetts Amherst - City , State GPA: Dean's List

4.0 GPA

Dean's List

Affiliations

UMass Amherst Hillel | Aug 2009 - May 2010

New School Jewish Student Union | Aug 2011 - Present

Volunteer for City Seniors Social Club at the YMCA | Feb 2012 - Mar 2012

Notable Achievements

- Old Navy Credit Card Enrollments (2013) Recognized as one of the top performers in the nation for Old Navy Credit Card enrollments.
- Employee Recognition, Schnucks Supermarket - Kaldi's Coffee In-Store Location (2009) Recognized by top associates for "great customer service."

Skills

Administrative Management, Problem Solving, POS, Human Resources, Time Management, Customer Service, Critical Thinking, Great Organizational Skills, People Skills