

Alexis Parra

(717) 655-1569 | parraalexis00@yahoo.com | LinkedIn: <https://www.linkedin.com/in/alexisparra00>

EDUCATION

The Pennsylvania State University	University Park, PA
<i>Master of Science in Human Resources and Employment Relations</i>	<i>May 2024</i>
<ul style="list-style-type: none">GPA: 4.00	
<i>Bachelor of Science in Psychology, Business Option</i>	<i>May 2023</i>
<ul style="list-style-type: none">GPA: 3.86Honors: cum laude, distinguished Psi Chi Member	

SKILLS

Scheduling	Greenhouse ATS	X
Recruiting	Project Management	X
Onboarding	Microsoft Office Suite	X

WORK EXPERIENCE

Minitab	State College, PA
<i>Talent Acquisition Intern</i>	<i>April 2022 – Present</i>
<ul style="list-style-type: none">Successfully onboarded and provided learning and development trainings to 50 internsDeveloped the first intern handbook and intern manager trainings, liaising with legal experts to ensure credibilityEffectively manage intern positions and entry-level sales requisitions, holding an average time-to-fill period of 30 daysAnalyzed the 2021 and 2022 intern program metrics, establishing the program's value as a feeder program	
TJMaxx	State College, PA
<i>Loss Prevention Customer Service Associate</i>	<i>Oct. 2021 – April 2022</i>
<ul style="list-style-type: none">Implemented shrink awareness and fostered a culture of information sharing through educating staff and managementGenerated a minimum of 5 suspicious activity reports per week, documenting suspicious activity witnessed in-person and through CCTV surveillanceSafeguarded the confidentiality of over 35 employee identification numbers, transaction records, and work schedules	
The View	State College, PA
<i>Community Assistant</i>	<i>May 2021 – Sept. 2021</i>
<ul style="list-style-type: none">Coordinated with property vendors to arrange maintenance appointments and effectively address tenant concernsManaged the distribution of leases totaling \$10,000 in valueSuccessfully facilitated over 200 move-ins within a 3 month timeframePrepared comprehensive financial breakdowns of tenant bills, including amounts exceeding \$700	

LEADERSHIP EXPERIENCE

Minitab	State College, PA
<i>Team Lead</i>	<i>March 2023-Present</i>
<ul style="list-style-type: none">Spearheaded the first intern social committee, delegating training and responsibilities among a 5-member team	
Department of Psychology, Penn State	University Park, PA
<i>Proctor</i>	<i>Aug. 2021 – April 2023</i>
<ul style="list-style-type: none">Provided support to multiple psychology faculty members by overseeing and collecting undergraduate exams	
Purdue University HR Case Competition	Lafayette, IN
<i>Presenter</i>	<i>December 2022</i>
<ul style="list-style-type: none">Developed a comprehensive case solution PepsiCo using the change kaleidoscope methodologyDelivered a 15-minute presentation of the case solution to a panel of 5 judges	
The Future of HR Conference	Columbia, SC
<i>Attendee</i>	<i>September 2022</i>
<ul style="list-style-type: none">Collaborated with human resources master's students from other colleges to generate interest in studying the fieldProduced a TikTok within 48-hours, securing 9,000+ views in under 2 months and the award of "Most Creative TikTok"	