

MEKLIT KALEBESSA

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CAREER OBJECTIVE

To utilize my business academic training, prior work experience, foreign language and leadership skills to make an immediate professional contribution to a dynamic company

EDUCATION

Whitworth University- Spokane, WA *September 2009 - May 2013*
Bachelor of Arts in International Business, Minor in Spanish

Universidad Whitworth- Heredia, Costa Rica *January 2012 - May 2012*
Abroad program focused on business courses and Spanish language proficiency

- **Relevant Courses:** Human Resource Management, International Business Management, Business Info Systems, Managerial and Financial Accounting, Marketing and Finance
- **Awards and Scholarships:** *Act Six Leadership and Scholarship Initiative*
One of seven students selected out of 250 prospective candidates awarded a full-tuition scholarship
- **Dean's Honor Roll-** Member Laureate Society (Spring 2013) *GPA 3.77*

LEADERSHIP AND ACCOMPLISHMENTS

- President: International Student Club *September 2012 - 2013*
- Vice President: International Student Club *September 2011 - 2012*
- Student Ambassador *September 2009 - 2013*
- Treasurer: Black Student Union *September 2009 - 2010*

WORK EXPERIENCE

Human Resource Assistant/Intern *July 2013 - Present*
SCAFCO Corporation- Spokane, WA *Summer position only*

- Manage all application materials received for over 15 branch locations in the U.S and Canada
- Conduct background and criminal checks, verify education, and call previous employers of candidates
- Schedule numerous interviews and meetings by managing executives calendars using MS Outlook
- Post new job openings on various job sites, book flights, reserve hotel accommodation and transportation needs
- Assist HR Supervisor write and proofread corporate social media, paid time off and insurance policies

Graduate and Career Fair Coordinator *June 2012 - August 2012*
Act Six Scholarship Initiative- Spokane WA *Summer position only*

- Led and organized the Act Six Graduate and Career Fair for over 260 participating scholars and alumni
- Recruited a majority of the 35 graduate schools and businesses to attend the Biannual National Convention
- Raised over \$5,000 for the Act Six Program and demonstrated my ability to work as a team and independently

Administrative Assistant *January 2012 - May 2012*
Starbucks Coffee Agronomy Company- San Jose, Costa Rica *Semester position only*

- Assisted Coffee Quality Manager by filing coffee vendor's application from various countries worldwide
- Managed Starbucks CAFÉ Practices Database and ensured accurate storage of data
- Answered incoming calls and provided language translation in English, Spanish and Amharic

Intercultural Program Assistant *September 2011-May 2013*
Intercultural Student Center-Whitworth University- Spokane, WA *Graduated*

- Assisted with day-to-day front desk office operations and provided a welcoming and energetic environment
- Coordinated and organized monthly multicultural luncheons and fundraised for special events
- Worked well in fast-paced environment with strong attention to detail while demonstrating strong people skills

SKILLS

Languages

- Amharic-Fluent
- Spanish- Proficient

Technology

- Proficient in Microsoft Office Suite: Word, Excel, PowerPoint
- Proficient in Outlook, Access and Social Media/LinkedIn

COMMUNITY AND INTERNATIONAL INVOLVEMENT

- Volunteer: *La Chureca (Largest landfill of Central America)* - Managua, **Nicaragua** *April 2012*
- Volunteer: *Jamaica's Christian School for the Deaf* - Montego Bay, **Jamaica** *April 2011*
- Board Member: YWCA - Spokane, **WA** *May 2010 – 2012*
- Volunteer: *World Relief* - Spokane, **WA** *June 2011 – 2011*