

HANNAH NEALE

address

4006 SE 29th Ave
Portland, OR 97212

tel 916-949-2212

email hannahmneale@gmail.com

Experience

Human Resources Assistant, General Dynamics Information Technology Lawrence, KS

July 2013-present

- Provided administrative support to the human resource department, such as recruiting, employee relations, compensation, training, professional development, benefits administration, employee onboarding and data entry
- Compiled and processed employee records, prepared new and existing employees' personal information, tracked attendance and time off, compiled salary and termination information and ran daily reports as needed

Sales Specialist, Rezolve Group, Inc. Lawrence, KS December 2012- July 2013

- Acted as first point of contact for the company and presented value of services by educating clients about the financial aid process. Transferred by the company from Lawrence, KS to the Sacramento, CA corporate office June 2013.
- Met monthly KPI goals, passed quality forms, and exceeded expectations by producing results under pressure in a timely manner and contributing to the overall success of each client's higher education goals

Night Auditor, Springhill Suites by the Marriot Lawrence, KS July 2012- December 2012

- Prepared daily revenue reports, ran audit reports for front office system, made corrections and adjustments to books, and followed end of day procedures for all hotel transactions

Shift Manager, Starbucks Brookline, MA May 2010-07/2012

- Directly assisted the store manager with daily operating procedures, maximizing financial contributions, supervising partner development, interviews and performance reviews
- Received the Partner of the Quarter award for outstanding performance, attendance, and consistently exceeding expectations within a three month time frame

Education

Lesley University — Completed coursework towards B.A., English Literature and Creative Writing

- Contributing Editor, *Lesley Commonthought Magazine*
- Teaching Assistant, Writing and the Literary Arts
- Music and Programming Intern, Clear Channel Communication/Kiss 108 FM Boston

Skills

- Typing speed of eighty words per minute
- Proficient with ResumeWare, PeopleSoft, Microsoft Word, Excel, Access, and Powerpoint

Referrals

from the desk of

**URNA
SEMPER**

References available by request.

address

4321 First Street
Anytown, State ZIP

tel 123-456-7890
fax 123-456-7891
url www.apple.com