

SYEDA TINA HUSSAIN

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EDUCATION

CUNY Bernard M. Baruch College, New York, NY

May 2015

Bachelor of Business Administration

Major: Human Resource Management | Minor: Psychology

WORK EXPERIENCE

TARGET CORPORATION, Bronx, NY

September 2014 – Present

(America's Fourth Largest Retailer)

Human Resources Intern

- Managed execution of Q4 hiring process by facilitating full cycle recruitment of over 100 new team members
- Researched and presented corporate best practices for seasonal reduction and annual review processes to executive team
- Lead, influence, and support all executives and team members while Leader on Duty
- Cultivate an open door policy for team members and conduct chat sessions
- Ensure employees are in compliance with company policies

Executive Management Intern

June 2014 – August 2014

- Owned my own development and leveraged strengths to increase guest satisfaction scores and eliminate out of stocks
- Conducted pricing audits to ensure products were adequately merchandised and had accurate signage
- Performed inventory control to confirm that advertised items from circular were in stock and available

COHN & WOLFE, New York, NY

December 2013 – May 2014

(Top 10 Global Public Relations Agency)

Human Resources Generalist Intern

- Managed the Summer Internship Program while sourcing, screening, and recruiting for 4 immediate intern needs
- Shaped a more efficient system for creating manual binders, new hire kits, benefit guides, and for compiling 360° reviews
- Successfully organized and executed two speaker events and assisted with launching C&W's Volunteer Program

MASSEY KNAKAL REALTY SERVICES, Queens, NY

June 2013 – September 2013

(NYC's No. 1 Building Sales Firm)

Human Resources Intern

- Screened resumes, scheduled interviews, and prepared and sent all new hire packages
- Posted current needs to schools and job boards, as well as updated the Massey Knakal website to reflect job needs
- Processed, validated, maintained, and organized HR related paperwork

T.E.A.M. BARUCH, Baruch College

August 2011 – December 2012

(Student Leadership Development Program)

Peer Mentor

- Advised a group of 25 freshmen on the best practices for creating resumes, searching for internships, preparing for interviews, and networking
- Educated freshmen every week on topics such as communication skills, time management, ethics, and leadership

LEADERSHIP EXPERIENCE

COLLEGIATE ASSOCIATION OF WOMEN IN BUSINESS, Baruch College

June 2012 – May 2013

(Most Outstanding Organization)

President

- Implemented and oversaw the "Member Development" program six times a year to over 80 students
- Conducted interviews for available positions and organized the process for a new officer slate and officer transition
- Coordinated, assigned, and oversaw the completion and excellence of over 50 events, projects, operations, and meetings

Secretary

June 2011 – May 2012

- Spearheaded annual Dress for Success Fashion Show, which was awarded "Best Show" by the Student Government
- Kept all records for the organization and maintained relations with alumni, professionals, companies, and sponsors

LANGUAGES & COMPUTER SKILLS

- Fluent in Bengali
- Proficient in Microsoft Office and Outlook; Intermediate knowledge of Photoshop

AFFILIATIONS & AWARDS

- National Society for Human Resource Management, *Member – 2013*
- Baruch College Distinguished Leader, *Nominee – 2013*