

EDUCATION

Babson College, Babson Park, MA

Candidate for Bachelor of Science in Business Management

May 2012

Relevant Coursework: Organizational Behavior, Leadership, Human Resource Management

HONORS

Posse Foundation Full-Tuition Leadership Scholarship (2008-2012)

EXPERIENCE

Covenant House, New York, NY **August**
2012— Present

Intern, Human Resources

- Work directly with VP of Human Resources and assist with ongoing HR projects
- Research and compile information regarding different projects which directly benefit employees
- Create outlines/templates/PPT's regarding various projects such as Total Compensation Packages and implementation of drug testing within company
- Review resumes and screen call potential candidates for internships

Covenant House, New York, NY **August**
2012— Present

Database Assistant, Data Processing/Donations

- Sort and file daily income of mail
- Enter data within Team Approach database system according to donator preference/request
- Interact with donor communications and donations staff on a daily basis
- Assist in the organization of donor files

Media Services, Babson College, MA **January**
2011— May 2012

Student Assistant, Media Services

- Assist technology support specialists in daily tasks
- Provide support to faculty/students pertaining to classroom technical difficulties

Horn Library, Babson College, MA **September**
2009—May 2012

Front Desk Assistance, Horn Library

- Provide service to the students of Babson College regarding library hours, room signups, use of online databases, and book searches
- Contribute to the completion of daily tasks typically assigned in a library setting

MTV Networks, NY, NY **June**
2011- August 2011

Intern, Talent Management and Organizational Effectiveness

- Reviewed applications for tuition reimbursement in accordance to company policy on a daily basis (PeopleSoft)
- Contacted applicants to discuss status of application and further application requirements
- In charge of approving applications on PeopleSoft for assessment by supervisors
- Executed daily tasks with little to no supervision
- Organized and prepared materials used for employee focused programs

ACTIVITIES

Babson Peer Consulting

2010-May 2012

Habitat for Humanity

2008-May 2012

Babson's Women's Rugby Club

2008-2009

SKILLS

Proficient in Microsoft Word, Excel, PowerPoint, Minitab, PeopleSoft, Lotus Notes

Basic Knowledge in HTML, CSS

Fluent in Albanian