

Max D. Ellison

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Objective

To develop and utilize my leadership, analytical, and communicative skills, while working in the Human Resources field.

Work Experience

Integrated Resources Institute, Laguna Hills, CA – *Employment Coach* June 2014 – August 2015

- Provided excellent on-the-job training and support to clients with developmental disabilities
- Assisted clients in job-seeking activities
- Attended and facilitated job interviews of clients with speech impairments
- Developed friendly professional relationships with clients and their families
- Managed the marketing material distribution business of the organization

Cornell University, Ithaca, NY – *Administrative Assistant* May 2012 – August 2012

- Performed clerical duties in the School of Hotel Administration's office of Alumni Affairs
- Accurately administered data entry using Microsoft computer programs

FlexEnergy Inc., Irvine, CA – *Human Resources Intern* June 2011 – August 2011

- Supported the Human Resources department in onboarding and daily office responsibilities
- Conducted phone screens of candidate's references for employment
- Updated benefits and new hire packages

Education

Cornell University – Bachelor of Science in Industrial and Labor Relations December 2015

- Coursework in Human Resource Management, Organizational Behavior, and Business Strategy

Skills

- Proficient in Microsoft Office
- Excellent verbal and written communication skills
- Exceptional problem-solving capabilities and creativity
- Organized and goal-oriented