

Brianna Dinmore
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EDUCATION:

Bloomsburg University of Pennsylvania, Bloomsburg, PA
2012

May

Bachelors Degree in Communication
Cumulative GPA: 3.34/4.0
Major Track: Organizational Communication
GPA: 3.65/4.0
Concentration: Human Resource Management

Major

RELEVANT COURSES:

Employment Discrimination Law, Principles of Management, Human Resource Management, Conflict Management and Resolution, Organizational Communication Theory, Communication Training in Organizations, Communication for Business Professionals, Interviewing, and more

PROFESSIONAL CERTIFICATIONS:

Notary Public, Pennsylvania: June 12, 2013- June 13, 2017

MOST RECENT EMPLOYMENT:

Legal Assistant
Dinsmore & Shohl LLP

June 2012-Present
Wayne, PA

- Complete paperwork and procedures to open cases or to begin work with new clients
- Manage all filing, paperwork, and associate's calendars/schedules
- Prepare and proofread legal letters
- Prepare documents for service
- Communicate with headquarters, clients, court reporters, etc. regarding associate inquiries
- Organize and plan meetings/depositions

INTERNSHIP EXPERIENCE:

Human Resources Intern
January 2012-May 2012
Bloomsburg Hospital
Bloomsburg, PA

- Complete various monthly reports such as Workers' Compensation claims, hire and term reports, and safety reports
- Assist with recruitment efforts through marketing and advertising
- Assist with new hire training and service events

Account Executive Intern
May 2011- August 2011
Fwd>direct
Downingtown, PA

- Review and update project manuscripts to ensure accuracy before publication
- Create and proof marketing materials such as client status reports, media reports, and mechanical art
- Compute rates, ratios, and other mathematical functions used for reports and analysis

HONORS AND ACTIVITIES:

- Dean's List at Bloomsburg University

- Member of Sigma Sigma Sigma National Sorority- Served on Honor Council and as the Efficiency Chairman
- Member of Lambda Pi Eta, the National Communication Studies Honor Society
- Various community service events such as the Robbie Page Foundation, Tree Fest, YMCA Children's events, Bloomsburg's carnival, Bloomsburg's annual Bocce Bash tournament, and Ronald McDonald House
- Nominee for Outstanding Communication Studies Student of 2011-2012 at Bloomsburg University

SKILLS:

- Proficient in all Microsoft programs, multiple Adobe software programs, Kronos, and more
- Type speed: 79 WPM
- Effective communication skills, organization skills, and multi-tasking abilities