

Lorna McCalman
1245 Eastern Parkway Apt#12C
Brooklyn, NY 11213
347-415-9171
lornasdmccalman@gmail.com

Objective:

To obtain an entry level Human Resources position where I can apply my education and gain further experience while assisting in the continued growth and profitability of the company.

Education:

Monroe College, Bronx, NY
Bachelor of Business Administration
Major: Business Management

Related coursework:

Microeconomics, Business Law I & II, Electronic Spreadsheet, Compensation & Benefits, Human Resource Management, Recruitment & Selection, Employee & Labor Relations

Honors/Awards:

The National Honors Society Member, Trustee Scholarship

Experience:

SUNY Downstate Medical Center ICLC, Brooklyn NY (Jan. 2015 – Apr. 2105)

Administration Clerical Intern

- Organized provider charts by occupation for NYS audits.
- Prepared annual contracts as needed
- Updated personnel credentials
- Scanned documents into our Computer Management system; organize storage room
- Performed reference and background checks; prepared all new hire paperwork

Kayla Cain, Brooklyn, New York (Aug. 2011- Sept. 2014)

Baby Sitter

- Transported child to and from school or bus stop
- Planned, prepared and arranged nutritious meals for child
- Oversaw child's homework

Century 21 Department Store, New York, NY (Dec. 2012-Apr. 2013)

Sales Associate

- Assisted customers with the selection and purchase of merchandise
- Provided product knowledge to customers on features, values and benefits of each product
- Suggestively sold additional items and services
- Maintained up-to-date knowledge of promotional items and the correct pricing

Summer Feeding Food and Nutrition Service, Long Island, NY (July 2008- Aug. 2010)

Kitchen Supervisor

- Served Meal
- Cleaned up after meals
- Ensured safe and sanitary conditions

Skills:

Microsoft Office (Word, PowerPoint and Excel), Decision Maker, Customer Service, Communication