

Kiersten Corr

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EDUCATION:**West Chester University of Pennsylvania • West Chester, PA • August 2012-May 2015**

- Bachelor of Science in Business Management
- Minor in Business Geography
- Dean's List: Spring 2014-Fall 2014

EXPERIENCE:**Power Home Remodeling Group • Chester, PA • February 2015-Present***Talent Acquisition Intern*

- Process candidate resumes and applications
- Evaluate qualifications and provide hiring recommendations to hiring managers
- Maintain current records on status of personnel requisitions
- Schedule interviews and accurately manage interview results

Enterprise Rent-A-Car • Maple Shade, NJ • June 2014-August 2014*Management Trainee Intern*

- Delivered superior daily customer service while ensuring to completely satisfy customers
- Increased the branches customer service rank
- Generated and completed customer reservations and tickets
- Assisted in car sale leads

AmSpec Services • Paulsboro, NJ • July 2013-March 2014*Administrative Intern*

- Utilized Citrix Systems to create invoices and credit memorandums for clients
- Worked together with a team of four administrators to process client job orders
- Tracked monthly job transactions using Microsoft Excel
- Provided efficient and welcoming customer service

ACTIVITIES:**Sigma Iota Epsilon Management Honor Society • West Chester, PA • September 2013-Present***Coordinator of Public Relations • March 2014-Present*

- Fundraise for Horse Power for Life philanthropy
- Organize second annual 5K with funds to raise money for Horse Power for Life

Registration Chair • January 2014-March 2014

- Coordinated registration table for societies own first annual 5K run

Delta Phi Epsilon • West Chester, PA • September 2012-Present*Coordinator of Risk Management • January 2014-December 2015*

- Organized and directed informative risk management and anti-hazing workshops
- Critically observed organization's social behavior and social media behavior

Served on Standards Board • January 2013-January 2014

- Evaluated members' behavior and success according to organization's by-laws
- Brainstormed unbiased consequences and awards for members behaviors

VOLUNTEER EXPERIENCE:**Color Out Cancer 5k • West Chester, PA • March 2014**

- Managed 5K registration table and applicants
- Raised \$1,500 for Horse Power for Life

Delta Phi Epsilon Headquarters • EngageU • West Chester, PA • March 2014

- Assisted Delta Phi Epsilon Headquarters staff with conference registration
- Effectively set-up main room and opening/closing keynote preparation
- Assisted presenters with their requests, handed out materials, and collected evaluations
- Provided directional support to campus visitors

SKILLS:

- Proficient in Citrix Business Systems, Microsoft Office, and ArcGIS Business Geography Systems