

Marc Andre Densing

14-23 31st Avenue Apt. 2C, Astoria, NY 11106 • Phone: (908) 875-3565 • E-Mail: marc.densing@gmail.com
<https://www.linkedin.com/in/marcandredensing>

EDUCATION

BARUCH COLLEGE, CITY UNIVERSITY OF NEW YORK

Bachelors of Arts | GPA: 3.32

Major in Corporate Communications | Minor in Asian and Asian American Studies

New York, NY
Expected: May 2015

WORK EXPERIENCE

DIESEL USA, INC.

Corporate Human Resources Intern

New York, NY
Sept. 2014 - Present

- Assists recruitment process by screening potential candidates through reviewing resumes and conducting reference checks
- Created, organizes, and continuously updates a resume database and tracker system for internship applicants
- Actively recruits on websites such as LinkedIn and Internships.com to scout for potential candidates for open internship and corporate positions
- Shadows HR Coordinator during phone screening and in-person interviews for internship and corporate positions
- Researches best practices and industry standards to communicate to all supervisors
- Revised and presented new Intern Orientation workshop and Resume Building workshop in conjunction with HR Coordinator and HR Manager
- Works with the HR Director to assist the department on various special projects (e.g. payroll budgeting)

VOLUNTEER EXPERIENCE

FILIPINO AMERICAN UNITY FOR PROGRESS (UNIPRO)

Assistant Director of Human Resources

New York, NY
Oct. 2014 - Present

- Designed new company literature (e.g. job description, operations manual) used for new hire onboarding and recruiting
- Assists Director of Human Resources in day-to-day and long term projects and activities as needed

LEGACY | NY

Co-Founder / Program Director

New York, NY
Oct. 2013 - Present

- Mentors passionate and willing individuals in the Asian-American / Pacific Islander (AAPI) community who wish to further develop their leadership qualities and professional skill sets
- Recruits potential candidates for our various programs (Project: LEAD, LEGACY Fellowship) and operating staff
- Aids in the development of workshop content to present at various institutions, summits, and conferences across the US
- Creates and organizes educational events which bring in seasoned organizers and leaders from the AAPI community

THE FILIPINO INTERCOLLEGIATE NETWORKING DIALOGUE (FIND), INC.

National Chairperson / National Director, District III

New York, NY
Jan. 2013 - Present

- Facilitates professional weekly and monthly meetings among student leaders in the NYC Metropolitan area and other metropolises along the East Coast
- Creates and implements new programs for the organization, internally for staff and externally for members
- Continuously recruits, tracks, and interviews potential candidates to fill the position of District III National Director Proxy
- Oversees the Conference planning process in all stages: development (pre-production), production, and post-production
- Delegates tasks and committee assignments to board members in a timely manner
- Organizes two (2) major conferences a year, reaching 1000+ student delegates across the Eastern seaboard
- Represents District III in FIND national meetings to voice out any concerns and promote district events
- Maintains critical partnerships with government, charity, and civic organizations such as the Philippine Consulate General of New York (PCG-NY), Filipino American Unity for Progress (UniPro), and the National Alliance for Filipino Concerns (NAFCON)
- Advises and aides District III Executive Board in decision making, problem solving, and event planning

SPECIAL SKILLS

Awards: October 2013 - "Outstanding Youth Leadership Award" by Filipino American National Historical Society (FANHS)
Proficiencies: MS Office Suite (e.g. Word, Powerpoint, Excel, Access, Outlook), LotusNotes, Point-of-Sales (POS), Google Docs

Social Media / Internet Platforms: Facebook, Twitter, Tumblr, Instagram, LinkedIn, Wordpress, Weebly, Prezi

Languages: Basic knowledge in Italian, Tagalog, and Cebuano