

Lyndsy C. Kelley

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EDUCATION:

The Pennsylvania State University, University Park, PA
 B. S. in Labor Studies and Employment Relations
 Minor in Spanish
 Minor in Human Development and Family Students
 Cumulative G.P.A. 3.34
 Dean's List: Since Fall 2007

May 2010

RELATED

EXPERIENCE:

Human Resources- Intern

Penn State University Libraries, University Park, PA

- Provided administrative assistance to LHR Generalists
- Entered key information into an applicant tracking system
- Brainstormed and researched New Employee Orientation processes
- Designed a New Employee Orientation process for the Library
- Created Orientation Checklists for various departments

Fall 2009- Spring 2010

Human Resources- Intern

Kennedy Health System, Cherry Hill, NJ

- Provided administrative assistance to HR Support Specialist, Recruiter, Manager
- Assisted associates in choosing benefits plans
- Conducted multiple verifications of employment
- Enrolled 6 new hires into various benefit plans

Summer 2009

Mock Interview- Intern

Penn State Career Services Center, University Park, PA

- Participated in several training and supervision meetings
- Conducted at least two interviews per week to improve other students' interview skills
- Researched potential employers and asked questions relevant to interviewee's experience and prospective workplace
- Provided feedback based on interviewee's performance in interview

Spring 2009

OTHER

EXPERIENCE:

Server

The Nittany Lion Inn, State College, PA

Sept. 2008 – Sept. 2009

Hostess, Cashier, Server

Tuscan Tavern, Blackwood, NJ

- Train new hostesses; provide feedback on new employees and their performance
- Promoted to step into assistant manager role when needed
- Promoted to assign servers to stations and oversee tables

Summers 2007-present

ACTIVITIES:

Member of SLER, SHRM

SKILLS:

Language: Conversational Spanish
Other: Certified in First Aid, CPR