

# Gerlyne Paul

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## EDUCATION:

**New York University**, New York, NY  
Bachelor of Arts: Major: Economics; Minor: Psychology

Graduation: May 2015

## PROFESSIONAL EXPERIENCE:

**Warner Music Group (WGM)**– *HR Generalist/ Recruitment Intern (New York, NY)* Sept. 2014 – Dec. 2014

- Researched and found top management training seminars in NYC to be offered to current WGM employees
- Reviewed written performance reviews, exit surveys, and exit interviews; and gained understanding of how ER Issues are handled
- Analyzed Exit Survey Analysis for discussion of negative trends, red flags, and problem areas within the company; presented in-depth observations through statistical modeling and forward-thinking suggestions
- Processed PANs (Personnel Action Notices) and filed employee documents into personnel files; Audited org charts in Visio
- Created new hire files and assisted in the revamping of New Hire Orientation
- Gained understanding of the payroll process and processed pay-related requests in ADP
- Created and lead an “Intern-Mixer” event to build cohesiveness amongst interns throughout the company
- Recruited WGM College Marketing Representatives by reaching out on job boards, college radio stations, blogs, etc.
- Used Taleo to collect and Screen hundreds of resumes, and conduct phone interviews with great candidates

**Alvin Ailey Extension** – AileyCamp Newark: *Operations Intern (Newark, NJ)* May 2014 – Aug. 2014

- Noted camper’s injuries and provided hygienic care and materials; contacted parents regarding child’s injury, when necessary
- Tracked children’s daily attendance rates, event ticket distribution, wardrobe orders, and program budget on Excel
- Communicated with Children’s parents and program affiliates via incoming and outgoing calls and e-mails

**Viacom Media Networks –VH1:** *VH1 Consumer Marketing Intern (New York, NY)* Sept. 2013 – Dec. 2013

- Used integrated systems such as Nielsen’s Social Guide & Excel for analyzing and tabulating audience tune-in
- Wrote creative briefs, innovative proposals for branding initiatives, product design, audience targeting, projects & partnerships

**Reading Partners:** *Tutor (New York, NY)* Jan. 2013 – May 2013

- Read to and taught Harlem elementary school students 3 times per week during 45 minute, one-on-one sessions

**Harlem Common Wealth Council (HCC):** *Human Resources Intern (New York, NY)* June 2012 – Dec. 2012

- Interviewed need-based (Group home, foster, special needs) teens and dispersed them into 10 different SYEP worksites
- Lead orientation and professional training workshops for over 100 Summer Youth Employment Program (SYEP) participants
- Assessed participant’s performances, as well as worksite performances weekly; Organized personnel files for all participants

**America Reads Tutoring Program:** *Tutor (New York, NY)* Sept. 2010 – Dec. 2012

- Assisted teachers and students in classroom through a variety of subjects including math, writing, and technology

**Citizen’s Day Care:** *Teacher’s Assistant (New York, NY)* June 2011 – Aug. 2011

- Cared for and taught children of ages 2-7; and implemented customized lesson plans for their individual learning styles

**CSO (College Success Office of the Harlem Children’s’ Zone):** *Entrepreneurial/Economics Intern (NY)* June 2010 – Sept. 2010

- Communicated with many civilians and conducted first hand research on civilian’s concerns of NYC’s issues

## LEADERSHIP/ORGANIZATIONS:

**Organization of Black Women at NYU:** *Treasurer* May 2012 – May 2014

**HASA- Haitian American Students Association:** *Public Relations chair/ Historian* Sept. 2010 – June 2012

**Miss Caribbean Beauty Pageant at NYU:** *Vice President* Feb. 2011 – April 2011

## VOLUNTEER WORK / PROGRAMS / AWARDS

Urban Health Conference Scholarship, EXCEL Scholarship, Next Generation Center–Office Assistant, Reading Partners–Tutor, GE Scholars Mentoring Program–Mentor/Mentee, Relationship Abuse Prevention Program–Leader, Children’s Aid Society–Leader

**SKILLS:** MS Word, PowerPoint, Excel, Adobe Photoshop, Great Customer Service Skills, Pitch & Presentation Skills, Interpersonal Communication Skills; Excellent Math, Writing, Organization, & Problem Solving Skills

**CHARACTER:** Passion for Health, Detail Oriented, Reliable, Respectful, Engaging, Compatible, Caring, Creative