**Fllanza Bacaj** Fbacaj1@babson.edu Cell: (347) 721-0164

144 E. 22nd street Apt#B3 NY, NY 10010• Home: (646) 726-4382

**EDUCATION**

**Babson College,** Babson Park, MA

Candidate for Bachelor of Science in Business Management **May 2012**

Relevant Coursework: Organizational Behavior, Leadership, Human Resource Management

**HONORS**

Posse Foundation Full-Tuition Leadership Scholarship (2008-2012)

**EXPERIENCE**

**Covenant House**, New York, NY **August 2012— Present**

*Intern, Human Resources*

* Work directly with VP of Human Resources and assist with ongoing HR projects
* Research and compile information regarding different projects which directly benefit employees
* Create outlines/templates/PPT’s regarding various projects such as Total Compensation Packages and implementation of drug testing within company
* Review resumes and screen call potential candidates for internships

**Covenant House,** New York, NY **August 2012— Present**

*Database Assistant, Data Processing/Donations*

* Sort and file daily income of mail
* Enter data within Team Approach database system according to donator preference/request
* Interact with donor communications and donations staff on a daily basis
* Assist in the organization of donor files

**Media Services**, Babson College, MA **January 2011— May 2012**

*Student Assistant, Media Services*

* Assist technology support specialists in daily tasks
* Provide support to faculty/students pertaining to classroom technical difficulties

**Horn Library,** Babson College, MA **September 2009—May 2012**

*Front Desk Assistance, Horn Library*

* Provide service to the students of Babson College regarding library hours, room signups, use of online databases, and book searches
* Contribute to the completion of daily tasks typically assigned in a library setting

**MTV Networks,** NY, NY  **June 2011- August 2011**

*Intern, Talent Management and Organizational Effectiveness*

* Reviewed applications for tuition reimbursement in accordance to company policy on a daily basis (PeopleSoft)
* Contacted applicants to discuss status of application and further application requirements
* In charge of approving applications on PeopleSoft for assessment by supervisors
* Executed daily tasks with little to no supervision
* Organized and prepared materials used for employee focused programs

**ACTIVITIES**

Babson Peer Consulting **2010-May 2012**

Habitat for Humanity **2008-May 2012**

Babson’s Women’s Rugby Club **2008-2009**

**SKILLS**

Proficient in Microsoft Word, Excel, PowerPoint, Minitab, PeopleSoft, Lotus Notes

Basic Knowledge in HTML, CSS

Fluent in Albanian