**Lorna McCalman**

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Brooklyn, NY 11213

347-415-9171

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**Objective:**

To obtain an entry level Human Resources position where I can apply my education and gain further experience while assisting in the continued growth and profitability of the company.

**Education:**

**Monroe College**, Bronx, NY

Bachelor of Business Administration

Major: Business Management

***Related coursework:***

Microeconomics, Business Law I & II, Electronic Spreadsheet, Compensation & Benefits, Human Resource Management, Recruitment & Selection, Employee & Labor Relations

***Honors/Awards:***

The National Honors Society Member, Trustee Scholarship

**Experience:**

**SUNY Downstate Medical Center ICLC**, Brooklyn NY (Jan. 2015 – Apr. 2105)

***Administration Clerical Intern***

* Organized provider charts by occupation for NYS audits.
* Prepared annual contracts as needed
* Updated personnel credentials
* Scanned documents into our Computer Management system; organize storage room
* Performed reference and background checks; prepared all new hire paperwork

**Kayla Cain,** Brooklyn, New York (Aug. 2011- Sept. 2014)

***Baby Sitter***

* Transported child to and from school or bus stop
* Planned, prepared and arranged nutritious meals for child
* Oversaw child’s homework

**Century 21 Department Store,** New York, NY (Dec. 2012-Apr. 2013)

***Sales Associate***

* Assisted customers with the selection and purchase of merchandise
* Provided product knowledge to customers on features, values and benefits of each product
* Suggestively sold additional items and services
* Maintained up-to-date knowledge of promotional items and the correct pricing

**Summer Feeding Food and Nutrition Service,** Long Island, NY (July 2008- Aug. 2010)

***Kitchen Supervisor***

* Served Meal
* Cleaned up after meals
* Ensured safe and sanitary conditions

**Skills:**

Microsoft Office (Word, PowerPoint and Excel), Decision Maker, Customer Service, Communication