**TAYLOR SOLLOWAY**

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Raleigh, NC 27695

(919) 867-5309 - tesollow@ncsu.edu

**OBJECTIVE**

To obtain a human resources position where I can apply my strong leadership, interpersonal and organizational skills.

**EDUCATION**

**North Carolina State University, Raleigh, NC**

**B.S. in Sociology (**December 2010)

Minor in Spanish

2.87/4.00 GPA

Work 20-25 hours per week while enrolled full-time to help finance education.

**Related Course Project: Managerial Effectiveness** (Fall 2010)

* Conducted a comprehensive strategic analysis of a human resources function within small medical device company experiencing significant growth.
* Researched and analyzed information from recruiting, benefits, compensation and training units.
* Completed 5-year Strategic Action Plan, which included both short and long term

recommendations for growth.

**LEADERSHIP EXPERIENCE**

**Resident Advisor,** University Towers, Raleigh, NC (August 2009-May 2010)

* Created and planned one new professional and personal development program each month and

managed a monthly budget of $750 - $1000.

* Developed and demonstrated communication, problem-solving, crisis management and leadership skills while supervising 60 residents.

**First Year College Ambassador**, North Carolina State University, Raleigh, NC (July 2008-May 2009)

* Guided first year students in making informed decisions about majors, classes and fields of study.
* Delivered presentations to 30+ incoming and potential students about benefits of the First Year College program.
* Marketed and advertised upcoming events by designing bulletin boards and displays.

**Relations Coordinator**, Habitat for Humanity, Raleigh, NC (August 2007-May 2008)

* Conducted monthly fundraisers generating an average of $100 per event.
* Coordinated external Habitat housing requests and helped in family donation selection process.

**WORK EXPERIENCE**

**Server/Trainer,** Sullivan’s Steak House, Raleigh, NC (March 2008-Present)

* Demonstrate strong customer service skills to facilitate pleasant dining experience. Prioritize multiple tasks in fast-paced setting with team members.

**TECHNICAL SKILLS**

Proficient in Microsoft Word, Excel, PowerPoint and Access

Business Language Proficiency in Spanish (Moderate speaking ability. Strong reading and writing skills)

**HONORS & ACTIVITIES**

Dean’s List - two semesters

University Scholars Program - attend seminars pertaining to leadership and ethics

Society for Human Resource Management (SHRM) – member, student chapter

Active participant in student political organization