

## HR ASSISTANT INTERN

### Summary

New graduate seeking work as a Counselor able to facilitate both individual and group therapy sessions to help participants overcome obstacles. Detail-oriented with superior interpersonal skills.

### Skills

- High energy
- Sound judgment
- Compassionate
- Conflict resolution training
- Exceptional problem solver
- Excellent communication skills
- Excellent writing skills
- Customer service skills
- Proficiency in Microsoft Excel, Word, PowerPoint and the Internet

### Experience

HR Assistant Intern , Evans Distribution Company , February 2016 - March 2016 Cameron , MO

- Provide administrative support to the Human Resources Director.
- Verify I-9 documentation for new hires.
- Submit the online investigation requests and assists with new employee background checks.
- Update HR spreadsheet with employee change requests and process paperwork.

Owner, Operator , Desires Of The Heart , August 2012 - Current City , STATE

- Managed fashion retail store independently.
- Provided professional support to staff.
- Assisted retail store in exhibiting innovative products.

Preservation Technician I , Cleveland Public Library , October 2004 - May 2013 City , STATE

- Responsible for the assembly of fabricated phase boxes, portfolios and custom enclosures for protecting historic and fragile library materials.
- Performed archival sound repairs for books and pamphlets which included: rebinding books in the original covers (recasing).
- Prepared and submitted books for additional processing at the bindery.
- Designed complex enclosures for special projects.

### Education and Training

Bachelors of Art Organizational Leadership , , Cleveland State University , April 2018 Organizational Leadership

Associate Degree Bryant & Stratton College , , City State April, 2016

EMT Certification Cuyahoga Community College , , City State 2003

### Skills

administrative support, repairs, spreadsheet