Name

Address

Phone

Email

**Education**

B.S- Human Resource Management, Minor- Economics, Summa Cum Laude

Indiana University of Pennsylvania, Indiana, PA

**Experience**

Apr 2012- ***Recruiter*, PA**

Present

* Source qualified candidates for Administrative, Scientific, Skilled Production, and Engineering roles
* Create and post jobs to various online job boards, Zoho, and company website
* Interview and screen qualified candidates
* Administer any required testing (Kenexa) according to client needs
* Coordinate onsite and phone interviews utilizing Agile
* Prepare new higher paperwork and pre-employment screenings within compliance
* Serve as a liaison between the client and consultant

Nov 2011- ***Employment Coordinator*, PA**

Apr 2012

* Coordinate with internal clients & applicants to schedule interviews for entry level and mid-level candidates
* Cross Site Communication & Scheduling
* Prepare New Hires for orientation and pre employment screenings
* Prepare/Send Hire Packets & Benefits Information
* Process decline letters and related correspondence
* Structure and align specialty recruiting events
* Review resumes and select candidates for bulk hire events
* Small projects for the employment team

May 2011- ***HR Intern*, PA, 1**

Oct 2011

* Utilize communication skills in working with internationals employees
* Daily application screenings and submissions to departments
* Taught new employee training orientations
* Prepare I-9’s and necessary visa information for employment
* Serve as front office staff using various people and computer skills
* Keep Records of employee absences
* Perform Internal Audits on Minor Labor Laws & I-9’s

Jul 2008- ***Cashier*, PA,**

Nov 2011

* Employ customer service by engaging one on one with customers
* Acquired problem solving and conflict resolution
* Ensure proper money handling and supervision of transactions

May 2008- ***HR Assistant,* University Admissions Office, PA,**

Jul 2008

* Introduction of experience in Human Resources
* Made use of time management and multi-tasking to complete projects
* Engaged in Job Posts, Screenings, Interviews, and Temporary Agencies

Feb 2005- ***Hostess*, PA**

Dec 2007

* Used organizational skills to keep the restaurant running efficiently
* Provide superior customer service
* Applied problem solving to specific customer requests
* Assisted in planning and organizing the restaurants themed nights

Mar 2004- ***Receptionist*, PA,**

Aug 2007

* Managed inventory of salon products
* Scheduled appointments and made confirmation calls
* Tracked appointments, files, and inventory electronically

**Activities**

April 2010- **Member, University, Beta Gamma Sigma**

Present

* International Business Honor Society
* Encourage academic achievement in business
* Foster personal and professional excellence

Feb 2009- **Vice President, University, Society of HR Management**

May 2011

* Organized various fundraisers and volunteer work
* Provided members with opportunities of networking with HR professionals
* Allowed for discussion of HR between others of my age

Feb 2009- **Member, University, College of Business Student Advisory**

May 2011

* Provide a representative body for the students of the Eberly College of Business
* Form a foundation for activities and functions within the ECOBIT

**Awards**

Aug 2011 University, Summa Cum Laude

Nov 2010 University, Provost Scholars Award

April 2010 University, Induction to Beta Gama Sigma