

Contact

www.linkedin.com/in/kamaraswaby
(LinkedIn)

Top Skills

Microsoft Office
PowerPoint
Public Speaking

Languages

Spanish (Professional Working)

Certifications

Google Digital Garage: The
Fundamentals of Digital Marketing
LinkedIn Certified Professional—
Recruiter
Accessibility in Action
Story Impact: Learning to Connect
and Compel

Honors-Awards

Human Service Certificate

Kamara Swaby

University Recruiter at Microsoft
Redmond

Summary

I am a part of the University Recruiting team at Microsoft. My focus is on Historically Black Colleges and Universities.

I joined Microsoft in July of 2017 as a part of the undergraduate HR TRAX program. I have experience in public speaking, article writing, event creation and management, student engagement and social media.

As a recruiter, I am looking for students interested in internships/Full-time Software Engineer or our wonderful Explore internship program. They must currently be in school or have graduated less than a year ago.

Experience

Microsoft

3 years 3 months

University Recruiter

July 2017 - Present (3 years 2 months)

As a part of University Recruiting, my role is to help attract students to apply and be prepared for internships and full time roles at Microsoft. Focusing on Historically Black Colleges & Universities, I create and manage events on campus and online while leading groups of employees to best help students through the process. In addition I do the following..

- Create prep materials (Powerpoint decks, webinars) in order to attract and guide students through interviews
- Work with partners across the business to determine best ways to help students
- Use social media platforms to attract students and inform them of opportunities
- Served on committees and v-teams to help determine plans for tuition/conference scholarships, conferences and intern events.
- Coordination of conference strategy

HR Trax- Human Resources Development Program

June 2017 - Present (3 years 3 months)

Redmond, Washington

Her Campus Media

Contributing Writer

January 2016 - May 2017 (1 year 5 months)

Harvard University

Pitching content ideas, writing articles and op-eds about Harvard life and beyond.

The Harvard Crimson

3 years 6 months

Photographer

January 2015 - May 2017 (2 years 5 months)

Cambridge, MA

Using phone and digital cameras, I took photographs and videos about events on campus pertaining to student life and more. Using programs such as Photoshop and Final Cut Pro, content was made for print and online publication.

Associate Blog Editor

December 2014 - January 2016 (1 year 2 months)

Cambridge, Massachusetts

Wrote for The Crimson's online blog, Flyby

Pitched ideas for new content, edited potential posts to be used on the site, added multimedia when possible.

News Reporter

December 2013 - January 2016 (2 years 2 months)

Cambridge, Massachusetts

Covered and written on topics of Harvard University Dining Services and the Office of Career Services in addition to other topics.

WNET New York Public Media

Intern

June 2016 - August 2016 (3 months)

New York

I helped to plan an event coming later in the year to attract more local viewers in Long Island to the station and its offerings. I researched new ways to get more patrons/members like for example looking for innovative ways one could contribute to the station.

Harvard Club of New York
Membership Services & Marketing Intern
August 2015 - August 2015 (1 month)

Helped to support the growth and recruitment strategies of the Club with a variety of responsibilities which include Admissions Receptions, Club Elections, and applicant/new member outreach. Assisted the program and events department by direct member interaction, set-up, and registration.

Community Service Society of New York
Intern
June 2014 - August 2014 (3 months)

Participated in volunteer outreach, strategized ways to attract and retain more volunteers for Community Health Advocates and Community Service Society Navigator Network. Proofread websites for potential errors. Organized surveys to get volunteer feedback.

The New York Times
Summer Intern
July 2013 - August 2013 (2 months)

Researched for articles and co-wrote blog post
Transcribed interviews
Help to create questions for interviews based on social media
Constructed quizzes for reader enjoyment & comprehension of facts from articles

Education

Harvard College
History and Science · (2013 - 2017)

Brooklyn Technical High School
Law and Society · (2009 - 2013)