

Haley Rose Thompson

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Skills

- Soft Skills: Leadership, Communication, Customer Service, Public Speaking
 - Technical Skills: Unanet, ADP, JDE, HR Connect, Microsoft Office
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Professional Experience

HR Coordinator

Belcan

Lansdowne, VA

September 2019 - Present

- Managed employee records for all active or terminated employees
- Coordinated with recruiting to create and send out offer letters to candidates
- Onboarded new employees and conducted new hire orientation
- Managed, organized, and responded to employee related questions in HR and Benefits mailboxes
- Processed new hires in JDE, HR Connect, ADP, and Unanet

Admissions Office Assistant

Rosemont College

Bryn Mawr, PA

May 2019 - August 2019

- Assisted the Admissions staff with communicating to students
- Filed applications and assembled acceptance packets for perspective students
- Processed new prospective students into the colleges Salesforce system

Student Administrator

Rosemont College

Bryn Mawr, PA

October 2016 - May 2019

- Helped to coordinate and run open houses held on campus
- Selected as head of the ambassador program supervising over twenty students
- Assisted with answering phone calls and questions from perspective students

Support Assistant

LinGroup

Aldan, PA

February 2018 - March 2019

- Assisted adults with intellectual disabilities to meet personal goals
 - Transport individuals to community activities
 - Helped individuals strive to live independently
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Education

Rosemont College

Philadelphia, PA

Graduated May 2019

- Bachelor of Science Degree in Clinical Sociology
 - Minor in Ethics and Leadership and Theology and Religious Studies
 - Cumulative GPA: 3.89
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Academic Honors

- Dean's List
 - Magna Cum Laude
 - Kistler Honor Society
 - Delta Epsilon Sigma National Honor Society
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Fall 2015 - Spring 2019