

# First Name, Last Name

Home Address, City, State, Zip Code • Phone Number • Personal Email Address

## Education

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### **The University of Scranton, Scranton, PA**

*Master of Science: Human Resources*

Fall 2017

Graduating GPA: \_\_\_\_\_

### **The University of Scranton, Scranton, PA**

*Bachelor of Science: Counseling and Human Services*

May 2015

Concentration: Women's Studies

Cumulative GPA: \_\_\_\_\_ GPA in Major: \_\_\_\_\_

Magna Cum Laude

Student Leader of the Month, November 2015

## Experience

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### **W20 Group, New York, NY**

August 2017-September 2017

*Human Resources Coordinator*

- Assisted the Human Resources Coordinator with explanations of human resources policies and procedures, company values and missions, and descriptions of all available benefits to new employees on their first day
- Successfully trained in completing employee I-9 process and verifying employees through E-Verify
- Worked with recruiting team to identify candidate needs for specific departments within W2O and developing a talent planning system for the future
- Educated on how to properly use and navigate the HRIS system Workday

### **Office of Admissions, The University of Scranton, Scranton, PA**

August 2015-May 2017

*Admissions Counselor*

- Supervisor for the Royal Ambassador Program
  - Managed day-to-day program operations and schedules for 150+ employees, including scheduling and staffing
  - Recruited, interviewed, hired, and trained student employees throughout the year
  - Facilitated coordination between Royal Ambassadors, higher administration, and other offices on campus
  - Planned and implemented large on-campus events, such as Open House and Preview Day, which included coordinating with departments on campus, communicating roles and responsibilities to presenters, and creating comprehensive schedules for all participants
  - Developed and implemented full-day training and evaluations for all tour guides
- Conducted on-campus presentations, interviewed prospective students, liaised with high school and independent counselors, and reviewed applications as an appointed representative for New York City high school and college fairs
- Planned and executed large group visits to the University, including working with high school guidance counselors, independent college counselors, and outside event planners to execute information sessions and tours
- Demonstrated competence and understanding of multicultural issues in higher education

### **University Sexual Harassment and Sexual Misconduct Policy Work Group**

August 2015-May 2017

*Staff Committee Member*

- Collaborated with fellow staff, faculty, and students to continuously update the University of Scranton's Sexual Harassment and Sexual Misconduct Policy in order to best serve the Scranton community
- Assisted Title IX Coordinator in educational trainings and campus events for faculty, staff, and students, focused on the topics of campus and workplace safety

### **Residence Life, The University of Scranton, Scranton, PA**

July 2013-May 2014

*Resident Assistant*

- Provided support and programming for students to offer safe alternative options for the college experience
- Advised new residents for a smooth transition into campus life by providing resources and opportunities for involvement and campus engagement
- Knowledgeable in counseling students and peers on career, personal, and academic concerns