**First Name, Last Name**

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

**Education**

**The University of Scranton Scranton, PA**

*Master of Science in Human Resources Management May 2024*

Graduating GPA: \_ / 4.0

**The Pennsylvania State University State College, PA**

*Bachelor of Science in Psychology May 2019*

Cumulative GPA: \_ / 4.0 • GPA in Major: \_ / 4.0

Magna Cum Laude • Dean’s List • Dean’s Scholarship

**Experience**

**W2O Group New York, NY (remote)**

*Human Resources Coordinator Intern Jan. 2023 – Present*

* Assist the Human Resources Coordinator with explanations of human resource policies and procedures, company values and missions, and descriptions of all available benefits to new employees on their first day
* Work with recruiting team to identify candidate needs for specific departments within W2O and develop a talent planning system for the future
* Successfully complete employee I-9 processes and verify employees through E-Verify
* Properly utilize and navigate the HRIS system Workday to assist in daily HR tasks

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

*Admissions Counselor Aug. 2019 – Jan. 2023*

* 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

*Royal Ambassador Program Supervisor June 2020 – July 2022*

* 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

**Sexual Harassment/Sexual Misconduct Policy Work Group, The University of Scranton Scranton, PA**

*Staff Committee Member June 2020 – Dec. 2022*

* 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 while focusing on the topics of campus and workplace safety

**Residence Life, The Pennsylvania State University State College, PA**

*Resident Assistant July 2017 – May 2019*

* 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