

OBJECTIVE

To obtain the Human Resources Coordinator position at XZY Company utilizing my related work experience.

EDUCATION

Louisiana State University (LSU), Baton Rouge, Louisiana

May 2XXX

Bachelor of Interdisciplinary Studies

Minors: Sociology, Business, and Communication Studies

GPA: 3.5

Related Coursework: Interpersonal Communication, Social Interaction, Human Resource Management, Human Behavior in Organizations

EXPERIENCE

Human Resource Intern

June 2XXX-present

ABC Industries, Baton Rouge, Louisiana

- Explain personnel policies, benefits, and procedures to over 50 employees at new staff orientation.
- Process and review employment applications to evaluate qualifications or eligibility of applicants based on position criteria.
- Answer questions regarding eligibility, salaries, and benefits for potential applicants.
- Request information from previous employers and other references to determine applicants' employment acceptability.

Vice President of Recruitment

August 2XXX-present

Panhellenic Council, LSU, Baton Rouge, Louisiana

- Responsible for organization of and scheduling for Formal Recruitment, an event with more than 1,200 participants.
- Interview and select recruitment counselors.
- Meet weekly and communicate with Panhellenic delegates from 10 campus chapters and 20 recruitment counselors to discuss recruitment procedures and guidelines.
- Oversee recruitment system and maintain accurate recruitment statistics.
- Act for the President in her absence.

Assistant Manager

May 2XXX-January 2XXX

Elle's Boutique, Baton Rouge, Louisiana

- Interviewed, hired, and trained 3 employees.
- Supervised activities of approximately 12 active employees.
- Completed employee evaluations and held performance-review meetings.
- Motivated employees to improve store productivity and sales.

Residential Advisor

August 2XXX-May 2XXX

Miller Hall, Residential Life, LSU, Baton Rouge, Louisiana

- Informed residents of facility rules and regulations; monitored and enforced those policies.
- Assisted residents in resolving interpersonal conflicts.
- Planned and implemented residential programs for social and academic purposes.

HONORS

Tuition Opportunity Program for Students (TOPS) Award recipient, Dean's List, National Society of Collegiate Scholars

ACTIVITIES

Society of Human Resource Managers, Tiger Athletic Foundation, Residential Hall Association, LSU Intramural Soccer, Delta Kappa Sorority