

FIRST LAST

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PROFESSIONAL SKILLS PROFILE

- Effective communication skills to convey concepts and ideas within organizational structures
- Active listener with ability to give full attention to what other people are saying
- Critical thinker and problem solver to identify system improvements and provide alternative solutions
- Able to build positive relationship bonds to foster mutual personal growth and development

EDUCATION

BS in Business Administration, Liberty University, Lynchburg, VA

Anticipated May 2021

- Specialization: **Human Resources**
- Honors: Alpha Lambda Delta Honor Society, Dean's List
- Organizations: Society for Human Resources (SHRM)
- Computer Skills: Microsoft Office Suite, ADP Workforce Now, Oracle Taleo

RELEVANT EXPERIENCE

Human Resources Generalist, Booz Allen Hamilton, Inc., McLean, VA

Sept. 2019 - Present

- Record data for over 1,000 employees, including information of weekly earnings, addresses, and absences
- Communicate company personnel policies, benefits and procedures to new and existing employees
- Answer questions regarding examinations, eligibility, salaries, benefits and other pertinent information
- Process, verify, and maintain confidential records, including performance evaluations, employee grievances, personal action forms and supervisory reports

Human Resources Intern, Johnson and Johnson, New Brunswick, NJ

May 2019-August 2019

- Gathered information and prepared reports on various HR topics as needed
- Conducted internal and external surveys to gather information for policy development and planning
- Provided logistical support for company events and other department related activities
- Processed various HR materials including confidential forms and records

ADDITIONAL EXPERIENCE

Administrative Assistant, Richmond Alarm Company, Lynchburg, VA

May 2018-May 2019

- Prepared invoices, reports, memos and letters using word processing, spreadsheet and database software
- Answered incoming phone calls in a professional manner and directed calls to appropriate parties
- Organized and maintained clerical records with top efficiency
- Routinely communicated with immediate supervisor regarding progress on various projects

Sales Associate, Target, Lynchburg, VA

June 2017-May 2018

- Cheerfully greet customers, listen to customer inquiries, and direct customers to correct store locations
- Cross-train to work in multiple areas of store as needed to assist team members with special projects
- Accurate product placement rotating seasonal merchandise according to store floor plans

COMMUNITY SERVICE

Accumulated more than 100 hours of volunteer experience for various community projects:

Chamber Host and Ambassador Team, Chamber of Commerce, Lynchburg, VA

May 2018-August 2018

- Developed new publicity strategies to assist with a 25% growth of new business membership

Volunteer, Food Pantry of Downtown Ministries, Lynchburg, VA

June 2017-August 2018

- Recruit and organize volunteers to cook, set-up, and serve 3 weekly meals for the homeless