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**EDUCATION****University of Massachusetts Amherst***Bachelor of Business Administration in Management*Concentration: *Human Resource Management*

Amherst, MA

*Candidate, May 20XX*

- Additional Major in *Psychology*
- GPA: 3.83; Dean's List All Semesters, Recipient of William A. Feldman Scholarship

**Relevant Coursework***Human Resource Management (MGMT 314)**Fall 20XX*

- Collaborated with Newell Brands inter-departmental project team to evaluate 3 local retail store retention strategies focusing on training and development gaps
- Analyzed 5-year historical exit survey data and applied adult learning theory to produce training program recommendations with forecasted retention yield for executive development team

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**EXPERIENCE****Brose Group***Human Resources Intern*

Boston, MA

*June 20XX – August 20XX*

- Administered onboarding process via Workday HRIS system for 50+ regional intern and full-time hires
- Managed badge distribution, tracking, and access assignments for on-site employees
- Created a database archiving 1,000+ personnel files, including I-9s, short-term disability, HCSA, and DCAP claims
- Reviewed applicant tracking process and piloted transition to Workday, yielding a 25% quicker recruitment cycle

**Five College Movers***Recruitment Intern*

Northampton, MA

*May 20XX – December 20XX*

- Analyzed customer engagement data and generated targeted hiring event campaigns in Salesforce CRM
- Launched 30-day LinkedIn, Handshake, and TikTok recruiting initiative yielding 33% increase in weekly applicants
- Created social media content using Canva and Adobe focusing on company brand and awareness
- Scheduled, managed, and tracked social media content and user analytics on Hootsuite
- Posted and monitored positions on regional college job boards, Handshake, and LinkedIn

**TJ Maxx***Senior Sales Associate*

North Andover, MA

*August 20XX – August 20XX*

- Managed training process of 50+ incoming sales associates including store policy reviews and Lightspeed POS training
- Supported surrounding stores with POS product line updates and inventory reporting

*Sales Associate**May 20XX – August 20XX*

- Developed product/brand knowledge and facilitated weekly entries of incoming product line items in Lightspeed POS
- Facilitated loss prevention process trainings for 30+ employees across multiple incoming sales associate cohorts

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**EXTRACURRICULAR EXPERIENCE****GE Aerospace***Virtual Experience Program Participant**December 20XX*

- Participant in the Forage GE Aerospace Explore Human Resources program
- Rotated through 3 HR Leadership Program challenges focused on organizational design, talent management, and business analytics

**Alpha Chi Omega***Vice President of Recruitment Information*

Amherst, MA

*September 20XX – Present*

- Oversee chapter's formal recruitment process; ensured quality recruitment experience of 400+ new members during Fall 20XX and 20XX recruitment cycles
- Facilitate two recruitment fundamentals workshops per semester for general members
- Recruit chapter volunteers/participants and assist with coordinating university, local community, and online charity fundraiser events including For the Kids, Syrup Stampede, and Hot Chocolate Run for Safe Passage
- Raise money and awareness for domestic violence prevention by organizing campus outreach events and assisting with local/national fundraisers, generating 100+ chapter/UMass community member donations to Safe Passage

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**SKILLS**

Microsoft Office (Excel, Word, PowerPoint), Workday (HRIS), Salesforce (CRM), Hootsuite, Adobe (Illustrator, Photoshop), Canva, Lightspeed (POS)