

Core Competencies

Leadership | Team Building | Strategic Thinking | Strong Communication | Problem Solving | Financial Literacy | Management | Customer Focused | Recruitment | Organization Planning | Hiring | Assessment | Community Service

Education

Bachelors of Arts, Management Minor in Finance

May 2003

Marietta College, Marietta Ohio
- Summa Cum Laude

Professional History

Human Resource Inter, PrimeCo Manufacturing Co.

May 2019 – August 2019

- Supported the director by running reports for recruitment process.
- Screened 40-50 resumes and set up candidate interviews via phone and email.
- Assisted with pre-employment assessments.
- Reviewed new hire paperwork and assisted with orientation and onboarding.
- In charge of creating 3 employee wellness actives over the course of the summer.

Business Associate Intern, Bank & Son's

May 2018 – August 2018

- Scheduled, reschedule, and canceled meetings as needed.
- Utilized reports to help prepare presentations to key leaders.
- Managed inbound calls providing information to customers.
- Provided customer service by greeting customers and guided them through approval process.

Leadership & Impact

Team Captain, Women's Rowing

- 4-year team member, 3-year varsity leader.
- Supported fellow teammates through physical and mental challenges.
- Liaison between teammates and coaches.

Make a Difference Day

- Participated in yearly; 2015, 2016, 2017, 2018
- 2018: Maintained city flower beds weed eating, trimming, and planting new flowers.
- 2017: Painted fence at a local Daycare preventing children from getting injuries.
- 2016: Packed personal products into large boxes for a local women's shelter for incoming women in need.
- 2015: Worked with 30 kids to play games and facilitate team work experience.

Humane Society

- 2014 – Current
- Ongoing volunteer with any Humane Society's in the area.
- Walk dogs, sit with cats, clean out cages and litter boxes, feed and water when needed, any tasks needed by