

CAREERS IN... HUMAN RESOURCES

ZIPPY MASCOT

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Objective:

Seeking a fall 2006 internship in Human Resource Management.

Education:

Bachelor of Science in Management

Expected, August 2007

Major: Human Resource Management

The University of Akron, College of Business Administration (AACSB-Accredited)

Akron, OH

- GPA: 3.5/4.0
- Dean's List
- Sigma Iota Epsilon – Management Student Organization
- Member, Society for Human Resource Management (SHRM- Student Chapter)

Computer Skills:

PeopleSoft

MS Word

MS Excel

MS PowerPoint

Desktop Publisher

Harvard Graphics

Lotus 1-2-3

NetWare 2.2

MS Access

Relevant Experience:

Organizational Advancement Intern

Fall 2006- Present

The Timken Company

Canton, OH

- Assist with revamping job descriptions
- Review resumes, screened, and interviewed new hirers
- Responsible for scheduling orientations and revising booklets
- Prepare materials for Training and Development Sessions

Resident Assistant

Summers, 2004-05

The University of Akron, Office of Residential Life

Akron, OH

- Supervised over 80 residents and facilities
- Conducted programs that supplemented residential life
- Worked to recruit new residents

Experience:

Administrative Assistant

2002- 2004

Configuration Services, Inc.

Akron, OH

- Planned regular interdepartmental meetings to synchronize company efforts and troubleshoot organizational concerns
- Increased office efficiency by training office staff on appropriate software applications
- Compiled in-depth contract reports, processed mail, maintained customer records, and answered incoming calls