

**OBJECTIVE** Summer Internship position in Human Resources

**EDUCATION**

California Polytechnic State University, San Luis Obispo

Bachelor of Science: Business Administration, June 2012

Concentration: **Managing People and Technology** Emphasis: **Human Resources**

Overall GPA: **3.67** Dean's List- 4 quarters

Course Projects

- **Senior Project:** Conducting four training session on Labor Relations in a team of 4 members.
- *Compensation Plan:* Created a 3-phase compensation plan in a team of 5 members.
- Mass Transportation Committee Project: Developed a new recruitment strategies in order to fill several open vacancies.

Computer Skills

- Microsoft: PowerPoint, Excel, Word, Publisher

**EXPERIENCE**

**Human Resources Internship**

February 2011-June 2011

French Hospital, San Luis Obispo, CA

- Assisted with *Staffing Effectiveness Project*; researched current information and data, met with hospital directors, and delivered a presentation with correlating information and graphs
- Gained broad exposure to Human resources function in a healthcare setting

**Receptionist/ Webmaster**

May 2009-May 2010

San Luis Obispo Golf and Country Club, San Luis Obispo, CA

- Designed and created club's monthly newsletter under specific time constraints
- Promoted and facilitated monthly club events, up to as many as 6 a month
- Maintained and updated club's website
- Administered daily cash deposits
- Processed membership dues and prepared for deposit
- Directly assisted general manager on a variety of administrative tasks

**Sales Associate**

April 2007-September 2009

And Accessories, Grass Valley, CA

- Directly assisted owner in all areas of business
- Performed authorized managerial duties when owner was off-site
- Prepared and executed two major sales promotions campaigns
- Analyzed current customer base and conceptualized channels to increase revenues

**AFFILIATIONS & AWARDS**

Human Resource Games participant

Human Resource Management Club, Member

Society for Human Resources Management, Student Member

2010 Outstanding Management Student Award