

JOHN COLLINS

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OBJECTIVE: Career position in Human Resources

EDUCATION:

California Polytechnic State University, San Luis Obispo

Bachelor of Science: **Business Administration**, June 2010

Concentrations: Managing People & Technology Minor: Psychology

Cum GPA: 3.17 Major GPA: 3.32

HUMAN RESOURCE EXPERIENCE:

Bechtel Corporation, San Francisco, CA June 2009 – September 2009

College Relations Intern in Corporate HR

- Organized the Fall College Recruiting Schedule and maintained it on the corporate website
- Attended weekly corporate conference calls, transcribed and issued minutes
- Dealt extensively with corporate international HR policy; created an index and reference sheet regarding issues of Domestic Partners vs. Spouses
- Served as liaison between corporate HR and recruiters, potential hires, new hires, and organizations affiliated with Bechtel regarding a wide variety of issues

WORK EXPERIENCE:

Blockbuster Video, Danville, CA March 2007 – September 2008

Customer Service Representative

- Responsible for daily customer assistance and organization of the store, assisted with inventory
- Personally achieved the first 100% rating for the store during their monthly mystery shop

LEADERSHIP & INVOLVEMENT:

Delta Sigma Pi: Kappa Mu Chapter, San Luis Obispo, CA September 2008 – Present

Vice President of Education

- Co-ed professional business fraternity; focus on professionalism, brotherhood, and service
- Responsible for planning and organizing 4 fraternity events to raise awareness of educational issues
- Serving as leader to a group of 15 pledges, instilling professionalism, loyalty and teamwork
- Past Roles: Chancellor, Vice President of Chapter Operations and Banquet Chair
- Ran weekly meetings according to Robert's Rules, took minutes during meetings, maintaining master calendar of all events, and assisting with running weekly meetings
- Organized 3 large, yearly banquets for nearly 100 people on average

Week of Welcome Orientation Program, San Luis Obispo, CA

Orientation Leader

- Participated in ten-week training program to become a positive motivator and leader
- Led a group of 15 incoming freshmen through college orientation week, serving as a mentor

SKILLS & INTERESTS:

- Conversational in Spanish, have lived and studied abroad in Salamanca, Spain
- Knowledgeable in use of Microsoft Office XP: Word, Access, Excel, PowerPoint
- Academic Honors: Dean's List (Spring 2005, Winter 2006)