Lucy Tacker

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**EDUCATION**

**California Polytechnic State University, San Luis Obispo June 2020**

Bachelor of Science: **Business Administration** | Concentration: **Human Resources** GPA: **3.67**

**Dean’s List**: 4 Quarters

**PROFESSIONAL/ HUMAN RESOURCES EXPERIENCE**

**Senior Project** January 2020 - June 2020

California Polytechnic State University, San Luis Obispo, CA

* Developed recruitment and on-boarding strategies to support labor relations at Cal Poly
* Built on-boarding strategies to support new hires in navigating Cal Poly’s digital platforms
* Collaborated with team to incorporate diversity and inclusivity within training program, which was implemented in the College of Science and Math’s new Dean search
* Conducted 4 different mock training sessions to class of 30+ students and professor

**Human Resources Internship** February 2019 - June 2019

French Hospital, San Luis Obispo, CA

* Assisted withStaffing Effectiveness Project; researched current information and data, met with hospital directors, and delivered a presentation with correlating information and graphs generated on Tableu
* Increased total staff effectiveness by 17% in the month following presentation

**Receptionist/ Webmaster** May 2018 - May 2019

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

* Curated club’s monthly newsletter with audience of 50+ locals, worked under strict deadlines
* Promoted and facilitated 5+ monthly events for 20+ guests to promote community and connectivity
* Maintained club’s website using Wordpress, updated employee biographies and “About Us” page
* Administered daily cash deposits, tracked deposits in the books and processed membership dues
* Assisted general manager on a variety of administrative tasks such as greeting customers, checking guests in and answering questions at front-desk

**Sales Associate** April 2017 - September 2018

And Accessories, Grass Valley, CA

* Directly assisted owner in all areas of business such as organizing merchandise, ordering new merchandise and restocking shelves/ displays
* Demonstrated leadership by performing managerial duties when owner was off-site
* Prepared and executed 2 major sales campaigns and increased website click rates by 7%
* Analyzed current customer base and conceptualized new channels to increase revenues; created and maintained company Instagram account

**PROFESSIONAL/ HUMAN RESOURCES EXPERIENCE**

**Member** September 2016 - June 2020

Cal Poly Human Resources & Management Association, San Luis Obispo, CA

* Attended monthly meetings to learn from guest speakers in a wide variety of industries discuss
* Traveled throughout California for various corporate tours at companies such as Linkedin, Google and Facebook
* Collaborated with VP of Events to plan Spring Internship Panel, helped lead outreach efforts to 15+ clubs in the College of Business to recruit 6 stellar panelists

**SKILLS/AWARDS**

Languages: Conversational Spanish

Technical Skills: Wordpress for Business, Microsoft Excel, Tableu, Canva, Instagram

Awards: 2020 Outstanding Member, Society for Human Resources | 2020 Outstanding Human Resources Student