

First Last Name

71 Sand Street, Olean, NY 14760

(716) 372-5555, name@bonaventure.edu

www.Linkedin.com/name1

Objective:

Seeking a Human Resources Representative position with a non-profit organization

Core Competencies:

Project Management • Technical Expertise • Interpersonal Communication
Dedication to Customer Service • Genuine Ability to Build Trust in Relationships

EDUCATION

St. Bonaventure University, St. Bonaventure, NY

Bachelor of Arts in Sociology, *expected May 20XX*

- Minor: Management
- Dean's List, every semester
- GPA: 3.5/4.0
- Relevant coursework: Social Problems, Contemporary Social Theories, Financial Accounting, Quantitative Research Methods, Human Resource Management, and Management and Organizational Behavior

INTERNSHIPS

Cattaraugus Community Action, Salamanca, NY

Social Service Assistant, *May 20XX – August 20XX*

- Served as active member of the Housing Relocation Program
- Oversaw and completed twenty intake assessments per week
- Reviewed financial status of participants and made recommendations for appropriate services
- Facilitated weekly meetings between service providers and program participants
- Developed and presented a basic budgeting workshop to program participants

Goodrich Corporation, Allegany, NY

Human Resource Assistant, *September 20XX – December 20XX*

- Initiated and completed project to rewrite job descriptions for employee manual, including the addition of a physical requirement for each position
- Conducted more than 80 in-depth interviews to assess requirements/needs

EMPLOYMENT

Sunrise Orchards, Shelburne, NY

Orchard Specialist, *June 20XX – present*

- Assist with a two-year orchard expansion and grocery store marketing project
- Supervise various teams of workers (including ten new hires)
- Manage shipping and receiving, run deliveries, and operate heavy equipment
- Serve as a project manager for a variety of business growth projects

LEADERSHIP

ENACTUS, St. Bonaventure, NY

Executive Committee Member, *Spring 20XX – present*

- Organized marketing and advertising campaign to increase membership
- Coordinated conference and networking reception for 50 business professionals and 200 students

TECHNOLOGY

Microsoft Excel, PowerPoint, and Access; Adobe Photoshop; Internet search tools