

Suzy Q. Student
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Objective To obtain an entry-level Human Resources position

Education **University of Tennessee at Chattanooga**
Bachelor of Science in Business Administration: Human Resources
GPA: 3.1/4.0
Anticipated Graduation Date: May 2007

Honors and Awards

Golden Key Honor Society, Phi Eta Sigma Honor Society, Deans List 6 Semesters

Relevant Experience

Blue Cross Blue Shield of Tennessee **June 2005 – August 2005**
Chattanooga, TN
Human Resources Intern

- Assisted with updating employee personnel files
- Screened job applications
- Observed Human Resources Manager interviewing candidate

Other Experience

Abercrombie Fitch **May 2003 – present**
Chattanooga, TN
Sales Associate

- Train new employees
- Participate in employee interviews and selections
- Oversee inventory and audit of product
- Open and close store, including nightly deposits

UTC College of Health and Human Services **August 2002-May 2003**
Chattanooga, TN
Student Worker

- Performed Internet research
- Organized office files, records, etc.
- Responded to office inquiries
- Answered a multi-line telephone

Professional Affiliations and Activities

Society for Human Resource Management, Volunteer at the Chattanooga Soup Kitchen,
Student Government Association-Treasurer

Additional Information

Familiar with Microsoft Word, Excel, Power Point and Publisher
Fluent in Spanish and familiar with French languages

