

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 Resource Management

- GPA: 3.1
- Anticipated Graduation Date: May 2007

Honors and Awards:

- Golden Key Honour Society, 2005 – Present
- Phi Eta Sigma Honor Society, 2003 – Present
- Dean's List, 2004 – 2007

Relevant Experience:

BlueCross BlueShield of Tennessee

Human Resources Intern

Chattanooga, TN
June 2005 – August 2005

- Assisted with updating employee personnel files
- Screened job applicants
- Observed Human Resource Manager interviewing candidates

Other Experience:

Abercrombie & Fitch

Sales Associate

Chattanooga, TN
May 2003 – Present

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

UTC College of Health and Human Services

Student Worker

Chattanooga, TN
August 2002 – May 2003

- Conducted Internet research
- Organized office files and records
- Responded to office inquires
- Answered a multi-line telephone

Professional Affiliations and Activities:

- Society for Human Resource Management, Fall 2005 - Present
- Student Government Association, Treasurer, Fall 2007 – Present
- Chattanooga Soup Kitchen, Volunteer, Spring 2006

Skills:

- Familiar with Microsoft Office: Word, Excel, PowerPoint, and Publisher
- Fluent in Spanish and familiar with French languages