

Boomer Bear

boomerbearsample@missouristate.edu | 555.123.4567 | LinkedInURL | Springfield, MO

EDUCATION

Missouri State University; Springfield, MO

Bachelor of Science in Management; Human Resources Management

Expected May 20XX

Minor in Marketing

Relevant coursework: Organizational Behavior, Labor Relations, Ethics in the Workplace

EXPERIENCE

ABC Food Company; St. Louis, MO

HR Intern, Staffing Services

May 20XX-present

- Provide support to 12 staffing specialists within the HR department including creating employee engagement reports and collecting data on best practices for placing job listings
- Assist in the placement of internal job postings, review and sort resumes by position and distribute to appropriate team members
- Conduct prior employment reference checks for new hires and track pre-employment drug testing

Missouri State University Career Center; Springfield, MO

Student Career Ambassador

August 20XX-May 20XX

- Advised approximately 15 students per week on effective career document strategies
- Supported full-time staff in facilitating campus-wide events for the Career Center
- Served as a liaison to the university community through tabling events across campus

ADDITIONAL EXPERIENCE

Local Restaurant; Springfield, MO

February 20XX-20XX (Seasonal)

Shift Lead

- Trained approximately 12 new servers and bussers on customer service skills and evaluated performance
- Assessed the needs of customers and provided appropriate product suggestions
- Collaborated with restaurant manager to plan staffing and catering for special events

RELEVANT SKILLS

- Software: Microsoft Office Suite – Advanced knowledge of Excel
- Applicant Tracking Software
- Language: Spanish – Conversational

ACTIVITIES

Society for Human Resources Management; Missouri State University

Fall 20XX-Present

- Attend meetings and learn from industry professionals on various HR best practices
- Plan and implement recruiting events to increase membership through social media campaigns and speaking to 6+ classes each semester