

Melanie Aparicio

13515 Duckett Court
Charlotte, NC 28273
Aparicio.melanie@hotmail.com
(786) 546-9658

EDUCATION

Bachelor of Science in Business Administration; Concentration in Talent Management
Bachelor of Science in Business Administration; Concentration in Finance
University of North Carolina in Charlotte, Charlotte, NC 28233

WORK EXPERIENCE

Expense Audit Analyst

November 2014 – Present

Continental Tire the Americas LLC; Fort Mill, SC

- Provide customer service to over 5000 travelers through the use of support email addresses and a Hotline
- Audit and enforce travel and entertainment policy for over 40,000 reports annually
- Monitor patterns in noncompliance of policy and report to management
- Work with HR and management to update T&E policy as needed
- Work With HR in providing them with supporting documentation for employee terminations
- Provide reconciliation statements to the Credit Card Administrator for reporting purposes
- Provide reporting intelligence data for other departments on expenses for budgetary planning

Freight Payables Processing Intern

August 2014- November 2014

Continental Tire the Americas LLC; Fort Mill, SC

- Verification of freight invoices using OCR software, dispatching and posting invoices
- Responsible for vendor statement review and any correspondence as needed.
- Performed dual roles as a freight intern and Expense audit intern

Expense Audit Intern

January 2014 – November 2014

Continental Tire the Americas LLC; Fort Mill, SC

- Monitor patterns in noncompliance of policy and report to management
- Assist employees with expense reports and general corporate card questions
- Audit and enforce travel and entertainment policy for over 40,000 reports annually

Geek Squad Customer Service Agent

August 2012 – December 2013

Best Buy; Pineville, NC

- Diagnose computer repair issues and provide clients with appropriate services.
- Set up new computers and install appropriate software
- Motivate and train new hires on store policies, services, store systems, financing and register operations

Customer Service Agent

April 2010 – August 2012

Best Buy; Pineville, NC

- Perform returns and exchanges and assist clients in obtaining the correct product for their needs
- Proven ability to answer customers' questions and give information regarding the business procedures and policies in an exact and customer-friendly way.
- Answer phone calls and provide clients with the correct products and services for their needs and redirect them to the correct department if applicable.
- Performed dual roles in customer service and as a multi channel specialist

SKILLS

- Proficient Administrator in Concur, Excel, Microsoft word, and familiar with SAP
- Proficient in English (native), Spanish (native) and French (advance) communication
- Strong communication abilities, both written and verbal, with diverse populations

ACCOMPLISHMENTS

- Deans list 2011
- Director of Information systems for the UNCC SHRM chapter (August 2014-Present)

Dalton J. Culler

- 920 Love Street Albemarle, NC 28001
- Home Phone Number: 704-986-3918
- Mobile Phone Number: 704-985-8504
- E-Mail: dculler3@uncc.edu or D.Culler157@yahoo.com

Experience:

- **Sales Associate**, Waffle House: May 2014-September 2014
 - Waited on customers, ran the cash register, washed dishes, assisted in the placement of customers, and cleaned the store thoroughly during a normal shift.
- Service and philanthropic work that includes working with GHA Autism Supports, The V Foundation for Cancer Research, Relay for Life, Habitat for Humanity, The American Red Cross, and the Second Harvest Food Bank among other organizations.

Education:

- A student in good standing at the University of North Carolina at Charlotte (August 2012- Present) pursuing a Bachelor's degree in Management with a concentration in Organizational Management with a minor in Psychology. I currently have a 3.75 cumulative GPA.
- Certified Student Electronics Technician (SET Certified) through the Electronics Technicians Association (ETA).

Leadership Experience:

- **President** of the Delta Chi Fraternity at the University of North Carolina at Charlotte, December 2013-Present.
- **Secretary** of the Delta Chi Fraternity at the University of North Carolina at Charlotte, August 2013-December 2013.
- **Philanthropy Chair** of the Delta Chi Fraternity at the University of North Carolina at Charlotte, December 2012-Present.
- **Member** of the National Society of Collegiate Scholars, October 2013-Present.
- **Member** of the University of North Carolina at Charlotte chapter of Habitat for Humanity, September 2012-Present.
- **Volunteer Note Taker** for the University of North Carolina at Charlotte Disability Services, September 2013-December 2013.
- **Leadership Fellows** graduate, Fall 2013.

Honors:

Chancellor's List (3.7 or above) Spring 2013, Spring 2014

Dean's List (3.5 or above) Fall 2012, Fall 2013, Fall 2014

References:

Mr. Dennis Wiese
Senior Associate Dean of Students- University of North Carolina at Charlotte
864-275-3940
dwiese@uncc.edu

Mrs. Tonia Diggs
Chief Human Resources Officer for GHA Autism Supports
704-985-5774
thdiggs@carolina.rr.com

Amber Bracy

1201 Campus Pointe Court, Charlotte, NC 28262

919-605-9125 • abracy1@uncc.edu

Objective

Seeking an intern position in Human Resources utilizing organizational and interpersonal skills to serve as a positive contribution to the organization.

Education

University of North Carolina at Charlotte, Charlotte, NC

Business Management Major

December 2015

Concentration: *Talent Management*

Relevant Coursework: Acquiring and Retaining Talent, Developing and Retaining Talent, Managerial Ethics, Managerial and Organizational Behavior

GPA: 3.0/4.0

Experience

Art Gallery Attendant

09/2012 – Present

UNC Charlotte Student Union, Charlotte, NC

- Participated in interviewing job candidates
- Evaluated job candidates and gave feedback to supervisor
- Worked in teams to install art work for upcoming exhibits
- Responsible for ensuring art stays in good condition
- Coordinated gallery receptions, communicated with guest attending the reception
- Collected valuable information from artists

Campus Involvement

Circle K at UNC Charlotte, Charlotte, NC

Member

August 2014 – Present

- Organized and sorted clothes at Crisis Ministry
- Raised money for Second Harvest Food Bank

Society for Human Resource Management, Charlotte, NC

Member

October 2014 – Present

Community Service

- **Crisis Ministry, September 2014**
- **Second Harvest Food Bank, November 2014**

Skills

Strong interpersonal skills, team building skills

Computer: Prezi, Microsoft Word, PowerPoint, Excel

Social Media Skills: Facebook, LinkedIn, Twitter

Ellie Martinez

Woodleaf Rd, Charlotte NC 28205 • emarti58@uncc.edu • 917.992.7656

Education:

University of North Carolina at Charlotte
Bachelor in Business Management
Concentration: Talent Management
In-Major GPA: 3.5

Charlotte, NC
May 2015 (expected)

Experience:

Healthy Home Market
Cashier

Charlotte, NC
September 2014 - Present

- Managed and maintained cash drawer during peak hours
- Developed relationships with regular customers and made product recommendations for their needs
- Responsible for balancing register

Childcare
Babysitter

Charlotte, NC
April 2013 - August 2013

- Cared for 3 children of the following ages: 6 years, 4 years, 18 months
- Aided in children's development by assisting with homework in the areas of reading writing and math
- Aided in the transportation of the children to and after school activities as well as aid in household duties such as preparing lunch and dinner
- Ensured the safety of the 3 children during daily activities

Outback Steakhouse
Server, To-go, Hostess

Statesville, NC
March 2008 - August 2012

- Greeted guests and patrons personally and on the telephone
- Ensured guests were seated at the appropriate location in a timely manner
- Aided in the preparation of food, took phone orders, and delivered To-go items to guests in their vehicles
- Proficiently handled customers orders through company's computer system
- Trained new staff members on Outback Steakhouse's To-go process
- Served customers appropriately in order to ensure full satisfaction from the customer in their Outback Steakhouse experience

Volunteer/Activities:

- Society of Human Resource Management, *Member*
- Countryside Montessori School, *Volunteer*

September 2014

Skills:

- Computers: Microsoft PowerPoint, Word
- Language Proficiency: Familiar with Spanish

Kristina Jones

klj07@msn.com • 2426 Briar Trail Court Matthews, NC 28104 • 704-614-1523

Objective

Seeking a position in order to utilize clerical and teamwork skills while gaining experience in a human resources position.

Education

University of North Carolina at Charlotte

Bachelor of Arts in Communication Studies

Concentration in Organizational Communication

Minor: Psychology

Club: Society of Human Resources Management

Charlotte, NC

May 2016

Central Piedmont Community College

Associate in Arts

GPA: 3.03

Matthews, NC

May 2013

Experience

Target

Senior Team Leader-Softlines

Charlotte, NC

October 2014-present

- Actively participate in the performance management process including writing performance reviews
- Performed leader on duty responsibilities such as overseeing total store operations
- Delegated team member work load and helped with staffing

Human Resources Team Member

July 2013 –October 2014

- Administered phone screenings to onboard team members
- Balanced payroll reports daily to ensure financial goals were met
- Prepared schedules for over one hundred team members
- Supported Executive Team Leader to complete daily clerical tasks

Cashier Team Member

February 2013- July 2013

- Managed cash register and cash drawer
- Assisted guests with their purchases while promoting in-store cards
- Restocked candy on the check lanes and gift cards

Bath and Body Works

Sales Leader

Charlotte, NC

August 2008- July 2012

- Consulted existing and new clientele in finding products to meet their needs
- Coached associates on product knowledge
- Managed financial goals daily in high volume retail environment

Bath and Body Works

Sales Associate

Tucson, AZ

April 2007-July 2008

- Provided customer experience
- Encouraged benefits of products
- Organized floor changes for restocking merchandise

Skills

- Computer: Microsoft Office (Word, Excel, Powerpoint)
- Job Application System (JAS)
- MyTime Scheduling

Maureen Sanders

3310 Cedarhurst Drive • Charlotte, NC 28269 • (302) 893-6121 • Maureen.D.Sanders@Gmail.com

Objective

An opportunity with a progressive organization in which I can utilize my Human Resources Management skill sets and education.

Summary of Qualifications & Skill Sets

- ◆ Workflow Management – Supervision and Training – Productivity Improvement
- ◆ Effective working independently and as a Team Player
- ◆ Quick learner and goal oriented

Professional Experience

Carolina Wholesale **Accounting Assistant** **Charlotte, NC** **1/12 – Present**

- Conduct credit and background checks on potential clients
- Process charges, credits and settlements for customer accounts
- Manage bank bill pays and distributed funds for customer accounts
- Process electronic checks and incoming mail check payments
- Administer COD payments and secure organization of all referencing documentation

Wells Fargo **Customer Service Team Lead** **Charlotte, NC** **8/06 – 2/10**

- Provided coaching and development feedback for 17 team members
- Trained new hires on policy and procedures for customer call operations
- Coordinated performance improvement strategies for low performing team members
- Resolved escalated customer issues via call backs, waiving fees, submitting refund requests and corresponding with other departments to resolve issues
- Provided organization and efficient execution of special projects

Education

University of North Carolina at Charlotte, Charlotte, NC

Bachelor of Arts in Human Resources Management 2016

Central Piedmont Community College, Charlotte, NC

Associate in Arts 2014

Certificate in Human Resources 2014

Coursework

Fundamentals of Human Resources Management – Effective Recruitment and Selection – Basic Employment Law for Human Resources – Benefits Administration – Employee Relations

Professional Affiliation

Society for Human Resource Management (SHRM) – University of North Carolina at Charlotte

BRIAN WAINAINA

5509 Seaspray Lane • Raleigh, NC 27610 • bwainain@uncc.edu • (919) 600-0287 (cell)

EDUCATION

UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE, Charlotte, NC 2013 - Present

- Intended Bachelor of [Accounting], expected June 2017
- GPA: 3.81
- Business Honors Program

ENLOE HIGH SCHOOL, Raleigh, NC

2009 - 2013

- Participated in IB Program

EXPERIENCE

City Of Raleigh, Raleigh, NC

2013 - Present

Senior Camp Counselor

- Senior camp counselor at Barwell Road Community Center's
- Supervised 9-16 children a day, along with 2 other staff members in arts and crafts and athletic activities.

Raleigh Summer Youth Employment Program, Raleigh, NC

2009 - 2010

Junior Camp Counselor

- Junior camp counselor at Halifax Community Park
- Supervised approximately 20-30 children at a time in athletic activities.

LEADERSHIP

WELLS FARGO & COMPANY, Charlotte, North Carolina

2014

Sophomore Leader

- Selected as one of 40 students to learn about the Wells Fargo's approach to credit and lending in businesses such as Commercial Banking, Corporate Banking, and Commercial Real Estate.

SOCIETY OF HUMAN RESOURCES (SHRM) Charlotte, North Carolina

2014

Assistant Secretary

- Write down notes during executive and general meetings. Coordinate and plan general meetings and recruitment events along with executive board.
- Attend CASHRM conferences, which is our professional organization in the greater Charlotte area.

BUSINESS HONORS PROGRAM

2014

Member

- Attend bi-weekly general body meetings where we have a guest speaker cover various subjects pertaining to business. Examples include: interviewing skills, proper business etiquette and resume building.
- Volunteer on behalf of BHP in the community of Charlotte.

EMERGING LEADERS, Charlotte, North Carolina

2013

Member

- Selected as one of 55 freshman to be apart of the organization.
- Attended weekly workshops that covered various leadership skills such as public speaking, teamwork, and effective communication.
- Engaged in skill building activities where we were given an opportunity to exemplify our leadership skills.
- Sat on the sports committee where I planned out athletic events that fellow emerging leaders could attend.

ADDITIONAL

- Can type 64 wpm
- Proficient with Word and PowerPoint

ALEC MORRIS

9435 BONITA LANE (APT. 1515), CHARLOTTE, NORTH CAROLINA 28262

C: 8285501482 | amorri99@uncc.edu

PROFESSIONAL SUMMARY

Highly motivated student at UNC Charlotte seeking opportunities in Human Resources. General knowledge about ADA and EEOC guidelines. Great passion for learning and personal development. National SHRM Member.

SKILLS

- Microsoft Office
- Team Leadership
- Detail Oriented
- Public Speaking
- Time Management
- Fast Learner

WORK HISTORY

JOHN MORRIS

Skilled Worker "Seasonal" | Waynesville, NC | March 2010 - May 2014

Participated in several renovation projects doing tasks such as carpentry, laying floors, drywall hanging, painting, landscaping and pressure washing.

ROBIN BLU

Sales Associate "Seasonal" | Waynesville, NC | May 2014 - Current

Assisted in retail sales, customer service, social media advertising, fixing/making displays, and stocking inventory.

EDUCATION

ASSOCIATE OF ARTS Pre-Business Administration

Cape Fear Community College

Wilmington, NC | 2014

BACHELOR OF SCIENCE Business Administration

UNC Charlotte

Charlotte, NC | Current

Diamond Mayfield

1521 Tom Sadler Rd. Charlotte, NC 28214 | (704) 215-3108 | mayfielddiamond05@yahoo.com

Profile

Management major pursuing a career in human resources. Has the ability to effectively communicate, collaborate, and manage tasks. Motivated by overcoming challenges and developing strong leadership skills. Seeking internship opportunities that develop business acumen, professional skills, problem solving skills, and leadership ability.

Experience

Macy's – Charlotte, NC

2014-2015

Part-Time Seasonal Sales Associate

- Assisted customers throughout their shopping experience.
- Maintained smooth flow of the sales floor.
- Provided customers with an expeditious check-out experience.
- Provided assistance to customers by phone.
- Developed skills related to customer service, time management, computer systems, communication, and multi-tasking.

Charlotte Metro Credit Union (Harding University High School)

2012-2013

Volunteer

- Assisted students and school staff members with opening bank accounts.
- Informed students and school staff members on importance of keeping and maintaining a bank account.
- Assisted students and school staff members with bank transactions.
- Developed communication and professional skills.

Awards and Honors

- CMS Scholar
- North Carolina Academic Scholar
- President's Award (Silver Candidate)
- 2011-2012 Junior Marshall
- Graduated High School with Cum Laude designation
- Dean's List (Fall 2013, Spring 2014, Fall 2014)
- Lora R. Thrash Scholarship recipient
- CME Church Missionary Scholarship recipient
- Parkwood CME Church Medcalf Scholarship recipient
- Marine Corps League Scholarship recipient

School and Community Activities

- National Honor Society
- National Technical Honor Society (Vice President)
- World Languages Honor Society
- Charlotte Metro Credit Union (Harding University High School)
- The National Society of High School Scholars
- Society for Human Resources Management

- Usher Board
- Christian Youth Fellowship

Education

University of North Carolina at Charlotte – Charlotte, NC	Expected Graduation 2017
Management Major	
University of North Carolina at Greensboro – Greensboro, NC	2013-2014
Business Administration Major	
Harding University High School – Charlotte, NC	2013

5018 Victoria Avenue
Charlotte, NC 28269

GABRIELA M. MENCIA

Cell: 704-968-1228
Email: gmencia@uncc.edu

CAREER OBJECTIVE

High-energy Management student seeking a position to contribute to building and motivating dynamic teams. I am eager to be part of an organization that will allow me to apply my skills to enrich the culture and expand my work experience.

*Fluent in English and Spanish *Superb time management skills *Fastidiously attentive to detail

EDUCATION

B.S.B.A. in Management Minor: Communications Studies GPA: 3.58
University of North Carolina at Charlotte May 2015

Associate in Arts GPA: 3.9
Central Piedmont Community College Charlotte, NC May 2013

CORE QUALIFICATIONS

Human Resources Management

- Thorough understanding of HR functions, procedures and legal concepts.

Managerial Leadership

- Able to use different leadership styles to effectively lead teams.

Financial Management

- How to plan, monitor, organize, and utilize monetary resources.

Managerial Ethics

- Ensure integrity, enhance reputation, manage risk, and secure legitimacy.

LEADERSHIP EXPERIENCE

President, Society for Human Resource Management-UNC Charlotte Chapter June 2014-Present

- Serve as liaison between chapter and Charlotte Area SHRM to create opportunities for members.
- Supervise Chapter administration and events through the creation of goals and strong relationships.

President, International Club- UNC Charlotte June 2014-Present

- Increased membership by 20% in comparison to past years.
- Ensure the success of every trip and event to create appreciation for diversity and inclusion on campus.

Vice President, Phi Theta Kappa Kappa Honor Society- CPCC April 2012-May 2013

- Motivated and supported team members in their roles in the organization.

WORK EXPERIENCE

Assistant Administrative

Craftsman Roofing Company, Charlotte NC November 2013-Present

- Took initiative to help establish family business and assist in marketing products and services.
- Committed to attaining client's complete satisfaction through the effective use of all resources.

Manager

Chick-fil-A, Charlotte, NC October 2011-August 2013

- Promoted to manager position after 10 months due to excellent performance and leadership skills.
- Scheduled and directed 12 staff in daily assignments to increase productivity and improve performance.
- Utilized strong interpersonal skills to communicate positively with guests and employees.

Summer Intern

Bank of America, Charlotte, NC June 2011-August 2011

- Worked in the HR department, assisted in planning and coordination of orientation for new employees.
- Completed online training on customer service, Microsoft and team communication.

Levi M. Gaunt

220 Brook Glen Drive, Mooresville, NC 28115 | Phone (563)299-7998 | levigaunt@yahoo.com | www.linkedin.com/in/levigaunt/

Management • Administration • Human Resources

Leadership Skills • Communication Skills • Self-Starter

PROFILE:

Motivated and organized business student with proven ability to produce results. Able to troubleshoot complex problems and get the job done. Superior communication skills and ability to interact effectively with team members. Seeking and willing to learn new information and skills. Learns quickly, resourceful, and enjoys challenges.

EDUCATION:

University of North Carolina-Charlotte

B.S.B.A. Business Management—Concentration in Human Resources

Overall GPA: 3.3/4.0

Expected May 2015

Nascar Technical Institute, Mooresville, NC

Taught by industry professionals. Learned automotive diagnostics, understanding of auto vehicles, customer relations, preparation and organization of documents including billing, estimates, and inventory.

2008

RELEVANT COURSE WORK:

- **Human Resource Management** (Fall 2014) – Human Resource Environment • Acquisition and Preparation of Human Resource • Employment Law
- **Business Management** (Spring 2014) – Decision Making, Planning, and Strategy • Organizing and Controlling • Leading Individuals and Groups
- **Business Marketing** (Spring 2014) – Marketing Strategies • Global Marketing • Interactive and Multichannel Marketing

EXTRACURRICULAR ACTIVITIES:

Society of Human Resources Managers (SHRM)

Member of National Association

- Working towards being Director/Officer in UNCC Chapter.
- Read and analyze emails from SHRM association.
- Participate in monthly meetings.

Jan. 2014 - Present

Mooresville Pink Ladies (14U Softball)

Head Coach

- Organizing and implementing planned practices.
- Teaching young athletes fundamentals of softball.

Aug. 2014 - Present

EMPLOYMENT HISTORY:

Dazcon Properties, Mooresville, NC

Administrator Assistant/Maintenance Coordinator

Oct. 2012 – Mar. 2014

- Assisted in job candidate interviews.
- Coordinated maintenance vendors with owners, property managers, and tenants.
- Improved work order completion date from 10 day average to 4 day average.
- Implemented new strategy to receive and process invoices resulting in increased efficiency of monthly maintenance invoices, improved vendor relationships, and eliminated steps in processing.

SS Green Light Racing, Mooresville, NC

Mechanic/Tire Changer

Feb.2008 – Aug. 2011

- Responsible for the driver's safety and comfort.
- Organized and documented detailed notes utilizing Excel, for every race.
- Successfully performed job under pressure by being coachable and dedicated.

Gander Mountain, Mooresville, NC

Sales Associate

Apr. 2006 – Feb. 2008

- Met store daily sales quota ranging from \$40K-\$150K, while keeping sales floor organized for customer convenience.
- Filed all received products orders and entered them into computer system.

COMPUTER SKILLS:

Microsoft Office: Word, Excel, Access, and PowerPoint

Princess Houston

4213 Crowfield Dr. Raleigh, NC 27610

Phone: 919-394-0421 · Email: houston.princess@yahoo.com

Linkedin: https://www.linkedin.com/profile/public-profile-settings?trk=prof-edit-edit-public_profile

OBJECTIVE

Seeking a Human Resource Management position where I can contribute my professional experience and exceptional customer service for the development and growth of the company.

EDUCATION

University of North Carolina at Charlotte (May 2015)

Bachelor of Science in Business Administration-Management; Concentration in Talent Management; Minor in Sociology

GPA: 3.15

Honors: Chancellor's List (Fall 2011); Dean's List (Spring 2012, Spring 2013)

WORK EXPERIENCE

UNC Charlotte, Belk College of Business

Student Assistant to Dean's Office, Advising Center, and SCPD (2013-Present)

- Serve as first point of contact for all offices providing exceptional customer service
- Balance multiple tasks such as booking appointments, greeting visitors, and managing the reception area

John Chavis Community Center; City of Raleigh

Summer Camp Director, Recreation Aid (2010-2014)

- Managed 15 staff members over a 10 week period
- Coordinated 10 week summer camp schedule and logistics within two weeks, which included field trips, art, meals, science and drama curriculum, games and activities
- Contributed to a successful summer camp by effectively dealing with conflict, exhibiting great customer service skills, and ensuring a safe environment
- Completed administrative work (filing papers, copying, weekly evaluations, etc.)

LEADERSHIP/SERVICE

Big Dreamz Inc.

Mentor (2014-Present)

- Non-profit mentoring program for females ages 11-18 with a goal to encourage higher education, inspire female youth and prevent teenage pregnancy
- Participate in monthly community service and character building workshops
- Meet individually with mentee at least 10 hours per month

UNC Charlotte Business Learning Community (BLC)

Mentor (2011-Present)

- BLC students live on campus together, enroll in common courses, and participate in business extra-curricular and career-development activities. Support other program participants by forming strong study partnerships.
- Mentor freshman members throughout their first year of college; answer questions and assist with their transition to college

UNC Charlotte Voices of Eden Gospel Choir

Grant Writer (2014-Present)

- Complete and submit all applications for travel grants to the Student Government Association by designated deadline
- Participate in community service (Savannah Cottage of Chatham, Habitat for Humanity, Second Harvest Food Bank, Operation Sandwich- Urban Ministry Center)
- Perform at University and community functions

New Member Orientation Leader (2011-2014)

- Served as first contact to new members and assisted with getting them acquainted with the choir

Chaquandria Holland

425 W 5th Street Apt. 711, Charlotte, NC 28202 | (803) 468-4490 | hollandcth@gmail.com
www.linkedin.com/in/hollandcth/

PROFILE STATEMENT:

Business Administration student concentrating in Human Resource Management seeking a full-time job as a Human Resource Recruiter.

EDUCATION:

Johnson & Wales University, Charlotte, NC
Bachelors of Science, Business Administration, 11/2015
Concentration: Human Resource Management

RELEVANT COURSES: Human Resource Management; Human Resource Strategy; Human Resource Training & Development; Managerial Economics; Compensation & Benefits

ACCOMPLISHMENTS:

- Career and Technology Education Program Award (General Management Major Certificate), 05/2012
- South Carolina Association of Educational Office Professionals Scholar, 2012
- Golden Apple Award for Character and Academic Achievement, 2012
- Word Processing II Competitive Event 1st Place Winner, 02/2012
 - South Carolina FBLA 2012 District Leadership Conference

WORK EXPERIENCE:

Human Resource Intern (Virtual): 03/2015 – Present
Braathe Enterprises, Saratoga Springs, NY

- Assisted with recruitment and screening of candidates.
- Conducted mock interviews and critiquing of resumes.
- Researched human resource strategies.

Admissions Work Study: 09/2013 – 05/2014, 09/2014 – Present
Johnson & Wales University, Charlotte, NC

- Facilitated the recruitment of new students by communicating with potential students and their parents, answering questions, and providing relevant information
- Operated auditing inquiries and mailings of acceptance packages, acknowledgement letters, and guidance letters.
- Reorganized and filed files and documents in alphabetical order for filing tasks.

LEADERSHIP:

- Phi Beta Lambda, Secretary, 10/2014 – 2/2015
- Future Business Leaders of America, Secretary, 08/2011 – 05/2012
- Virtual Enterprise I & II, Business Administration Department, 08/2011 – 05/2012

AFFILIATIONS:

- Minorities About Business, Membership, 10/2014 – Present
- Society of Human Resource Management, Membership, 05/2014 – Present
- Future Business Leaders of America, Membership, 5/2011 – 5/2012
- National Technical Honor Society, Membership, 04/2011 – 05/2012
- Junior Civitan, Membership, 09/11 – 05/2012
- Phi Beta Lambda, Membership, Secretary, Recruitment Committee, 10/2014 - Present
- Florence Crittenton Services, Volunteer, 2013

Gerardo Madrid

Objective

To utilize my personal and technical skills to perform highly as a professional. Also, to work with quality and attention to detail while being efficient congruently.

Professional Experience

Student Assistant, Human Resources & Payroll, Johnson & Wales University – Charlotte, NC

- Assist the campus HR manager with day to day administrative duties.
- Oversee the student employment program in regards to hiring, staffing, and payroll.
- Work with non-profits within the Charlotte community that utilize student employees for staffing.
- Provide customer service to employees with any human resource or payroll need.

President, Society for Human Resource Management, Johnson & Wales University Collegiate Chapter

- Oversee the chapter as a whole to ensure our chapter is up to standard with National SHRM requirements.
- Organize club events, recruit members, host speakers, develop workshops, and manage the chapter's budget.
- Attend and volunteer at Charlotte Area SHRM professional meetings and seminars.

Employment History

02/14-Present	Student Assistant, Human Resources & Payroll	Johnson & Wales University , 801 West Trade St. Charlotte, NC
09/13-02/14	Front Desk Associate, Residential Life	Johnson & Wales University , 801 West Trade St. Charlotte, NC
12/11-09/13	Assistant Manager	Sierras Mexican Restaurant, Chatsworth, GA
12/10-12/11	Cashier	BI-LO, Chatsworth GA

Education

May, 2017	Bachelor of Science, Business Studies, Concentration in Human Resource Management	Johnson & Wales University , 801 West Trade St. Charlotte, NC
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Reference

Tracy Smith, Human Resources Manager, Johnson & Wales University

Tracy.Smith@jwu.edu

Maya N. Buckner

9408 Willow Ridge Rd. Apt 1B Charlotte, NC 28210
301-643-5084 (Cell Phone) maya.buckner0401@gmail.com

OBJECTIVE: Dynamic, multi-faceted student seeking a position in human resource management, that will showcase my ability to show initiative and motivation, while accomplishing goals through organization, oral/written communication skills, leadership, reliability and dependability.

KEY COMPETENCES

- Fluent in conversational French
- Interdepartmental customer communication and problem resolution skills
- Capable of working independently and in teams while taking initiative without immediate supervision
- Multi-tasked and detail oriented, possesses effective organizational skills
- Excellent interpersonal skills, phone manner, and office etiquette
- Experienced in crafting, and editing documents in Microsoft Word, PowerPoint, Excel, Outlook E-mail, and Banner Software systems

EDUCATION

Johnson & Wales University - Charlotte, NC

Bachelors of Science in Business Management - concentration in Human Resources

Anticipated Completion Date: May 2015

Cumulative GPA: 3.44

RELEVANT COURSEWORK

- Human Resource Management
- Finance
- Compensation & Benefits Management
- Managerial Economics
- Marketing
- Organizational Behavior
- Managerial Accounting
- Business Law
- Information Technology for Business Professionals

WORK EXPERIENCE

Children & Family Services Center – Charlotte, NC

08/2014-Present

Human Resources Assistant

- Editing and revising employee handbooks, to reflect updated company policies and procedures
- Coordinating the reconstruction 50+ employee evaluation forms
- Prescreening and phone interviewing potential candidates before submitting them for further consideration with appropriate hiring manager
- Posting job openings on various recruitment websites to attract new potential hires
- Conducting reference checks and verifying employee eligibility to work in the United States, via E-Verify
- Inputting new hire and rehire employee information via Infinisource HRIS to enable tax information, employee pay and benefits

Johnsons & Wales University – Charlotte, NC

09/2012-02/2015

Student Assistant – Academic and Financial services

- Trained 15+ federal work study students in office related skills such as: proper telephone assistance while providing accurate academic and financial related information paired with phenomenal customer service
- Managed Bi-weekly payroll transactions with TimeCard Plus system for federal work study students
- Answered and assisted with frequently high volumes of parent and student callers
- Handled and filed federally regulated and confidential information regarding student records
- Assisted University Registrar with time sensitive data entry to compile university wide master schedule
- Executed problem resolution with students and families; including telephone assistance regarding student information and scheduling appointments with Johnson & Wales University Advisors

ASSOCIATIONS AND ACTIVITIES

Maya N. Buckner

9408 Willow Ridge Rd. Apt 1B Charlotte, NC 28210
301-643-5084 (Cell Phone) maya.buckner0401@gmail.com

- Johnson & Wales University : Society for Human Resource Management, President, 11/2013-03/2015
- National Society for Human Resource Management, Member, 10/2013-Present

Corey Hatch

425 W. 5th Street, Charlotte NC

252-525-9775

CHatch01@wildcats.jwu.edu

Objective To gain professional experience in business management that will showcase my skills and ability to thrive.

Skills

- **Verbal and Written Communication**
- **Leadership**
- **Quick learner**
- **Ability to assume responsibility**
- **Multi-tasking**

Education **Johnson & Wales University**
Expected Graduation Date: 05/2017
Bachelor's in Business Management
Concentration: Human Resource Management

Experience **Department Lead - Buy Buy Baby**
9555 South Blvd, Charlotte, NC 28273
03/15 – Present

- Handle all products within a sector of the business.
- Provide customer service to clients
- Upsell products to customers

Federal Work Study – School of Hospitality - Johnson and Wales
801 West Trade St, Charlotte, NC 28202
09/13– 05/14

- Oversee the front desk and assist visitors as needed.
- Assisted professors with general administrative duties.
- Answer high volume calls

Organizational Memberships

- Member, Society for Human Resource Management – JWU Charlotte NC. 04/15-Present
- Treasurer, Gentlemen of Prestige– JWU Charlotte NC. 09/13- Present
- Member, FBLA – JWU Charlotte NC. 09/14- Present
- Member, Fresh Anointed Ministries, JWU Charlotte. 09/13-Present
- Member, DECA, JWU Charlotte NC. 09/14-Present

- **References Furnished Upon Request** -

Kelly Walters

6385 Sylvian St. NW, North Canton, OH 44720 • 330-309-5009 • kew963@wildcats.jwu.edu

Summary

International Hotel & Tourism Management student searching for a challenging position in the hotel industry. Skills include customer service, sales & marketing, food & beverage, fluency in Spanish language, proficiency in Italian language, and human resources.

Education

Johnson & Wales University , Providence, RI Masters in Business Administration	<i>accepted for 06/2015</i>
Johnson & Wales University , Charlotte, NC Bachelor of Science, International Hotel & Tourism Management <i>Concentrations: Beverage Service Management/Human Resource Management</i> Honors, Dean's List, 3.9 GPA	<i>expected 05/2015</i>
Study Abroad , Castelmarre de Stabia, Italy	03/2014-05/2014

Industry Experience

Student Intern

Crowne Plaza Executive Park, Charlotte, NC 03/2015-present

- Organize recruitment opportunities to fill open positions
- Assist with new employee orientations and other Human Resources operations

Sales Intern

Communication Exhibits, Inc, Canal Fulton, OH 05/2014-09/2014

- Managed projects dealing with research, ROI stories, and case studies
- Assisted with creation of new marketing materials for technologies

Sales Associate

New York & Company, Canton, OH 11/2012-02/2014

- Processed an average of 15 new shipments per shift
- Organized and rebuilt displays while assisting customers

Front Desk Agent

Ramada Hall of Fame, Canton, OH 06/2012-08/2013

- Won Wyndham Rewards enrollment contest three months in a row
- In charge of reservations and front desk services

Memberships & Affiliations

• Membership Director, <i>National Society of Minorities in Hospitality</i>	09/2012-Present
• Treasurer, <i>Student Government Association</i>	03/2013-Present
• Vice President, <i>Baking and Pastry Club</i>	09/2012-Present
• Student Member, <i>Club Managers Association of America</i>	11/2014-Present
• Tour Guide, <i>Collegiate Ambassador Team</i>	10/2012-Present

- Inaugural Member, *Hospitality Guest Relations Team, Johnson & Wales University* 01/2015-Present
- Student Member, *Society of Human Resource Management* 10/2014-Present
- Participant/LEAD Team Member, *Emerging Leader Series* 12/2012-02/2013

Certifications

- Wine and Spirit Education Trust, *Level 2 Certification with Merit - Wines & Spirits* 03/2014
- Wine and Spirit Education Trust, *Level 2 Certification with Merit - Spirits* 03/2014
- National Restaurant Association, *ServSafe Alcohol Certificate* 10/2013-10/2016
- National Registry of Food Safety Professionals, *Food Safety Manager Certification* 11/2012-11/2017

Community Service & Volunteer Work

- Vacation Bible School Music Teacher, *Zion Lutheran Church, North Canton, OH*
- Student Volunteer, *Neighbors in Need Community Meal, Johnson & Wales University, Charlotte, NC*
- Student Volunteer, *MLK Day of Service, Johnson & Wales University, Charlotte, NC*
- Hospitality Teaching Assistant, *Wildcat Weekend, Johnson & Wales University, Charlotte, NC*
- Student Volunteer, *Junior Achievement, Charlotte, NC*
- Volunteer, *Chef's Choice cooking classes, Johnson & Wales University, Charlotte, NC*

ShaNekqua Henry

425 W 5th Street Apt 415 • Charlotte, NC 28202-1030 • (980)318-1237
Shanekquahenry@yahoo.com

Education

Upcoming Graduate

Johnson & Wales University, School of Business

Charlotte, NC

Bachelor of Science, Business Administration

May 2016

Courses taken included: Managerial Accounting, Accounting Intermediate I & II, Honors Statistics, Human Resource Management, Behavioral Management, Public Speaking, Computer Applications Advance, Leadership I, and Principals of Management.

Highlights

- Investing Module Certificate
- Willingness to learn and adapt to any environment
- Outstanding Customer Service, Public Speaking, Financial planning and Organizational skills
- Verbal and Written Communication Skills
- Advanced computer skills including: Outlook, QuickBooks, PowerPoint, Excel, and Microsoft Word
- Typing speed 45 WPM
- More than 2 years of call center experience

Experience

IQOR- Sprint Financial/Customer Service Representative

Charlotte, NC

-Adhere to company's policy when setting up payment arrangements and

11/2012- Current

collecting payments daily. Save customers money, review accounts with customers

who does not understand their bill and save disgruntled customers from cancelling

service with Sprint. Work with Business and Individual accounts on a daily basis.

Democratic Leader for 2012 Campaign

Pineville, NC

-Campaign leader/promoter

October 2012

The Cookout

Charlotte, NC

-Cashier

05/2012- 10/2012

SHANI ALSTON

630 Rose Street, Apt. 3214 B, Rock Hill, SC 29730 ♦ alstonsm@gmail.com ♦ (803) 413-3847

EDUCATION

WINTHROP UNIVERSITY

Rock Hill, SC

Master of Business Administration

May 2015

Concentration: Human Resources Management

GPA: 3.467

UNIVERSITY OF SOUTH CAROLINA, MOORE SCHOOL OF BUSINESS

Columbia, SC

Bachelor of Science, Business Administration

May 2013

Major: Management of Human Resources

Minor: Psychology

GPA: 3.563

Major GPA: 4.0

Awards: Cum Laude, President's List, Dean's List, Life Scholarship

EXPERIENCE

CHARLOTTE HORNETS SPORTS & ENTERTAINMENT

Charlotte, NC

HR Generalist Intern

January 2015 - present

Provide daily support to the entire HR department by assisting with various recruiting tasks, new hire orientations, performance appraisals, termination process, employee relations, I-9 process and much more.

- Effectively manage workers' compensation for 175 employees and 15 professional basketball players.
- Manage the completion of background checks and on-boarding for part-time employees.
- Update and maintain OSHA information for all part-time employees.
- Supervise the spring 2015 Intern Program, coordinate Intern Program events and various Hornets events.
- Organize, maintain, and update employment information for 500 employees, 15 professional athletes, and 37 interns.

CONTINENTAL TIRE THE AMERICAS

Fort Mill, SC

HR Recruiting Intern

March 2014- October 2014

Assisted the recruiting team and HR managers in all aspects of pre-employment and on-boarding activities. These activities range from scheduling interviews, creating offer letters, organizing new hire orientations, and more.

- Assisted HR managers with the Affirmative Action and EEO plans for Continental's Ft. Mill location
- Managed the completion of background checks and drug screenings of external candidates.
- Coordinated and organized multiple assessment centers for various departments in the company.
- Maintained and updated open positions in the human resources database.

SOCIAL AND BEHAVIORAL RESEARCH LAB AT WINTHROP UNIVERSITY

Rock Hill, SC

Telephone Interviewer

October 2013-May 2014

Conducted interviews and gather data from the citizens of South Carolina. This data helps legislators make informed decisions for the welfare of South Carolinians.

- Effectively conducted numerous 10-15 minute interviews with South Carolinians.
- Maintained a pleasant tone and provided a positive interviewing experience.
- Accurately and efficiently recorded results from the interview and help convert results into statistical data.

LANGUAGES

ENGLISH: Native

SPANISH: Intermediate

IT SKILLS

Microsoft Office & Outlook, E-Verify, Kenexa Brassring, Lotus Notes, POM - Windows

ACTIVITIES

Winthrop University SHRM (VP of Finance), The National Society of Collegiate Scholar

Mercedee Brown

2020 Alumni Drive PO Box 8201, Rock Hill, SC, 29160 ♦ Brownm55@winthrop.edu ♦ 803-206-4356

PROFILE:

Aspiring human resources professional who demonstrates leadership and is eager for new learning experiences and professional development opportunities. Skillful in conversing with diverse populations in a myriad of environments and adept at delivering customer service to both internal and external customers. Observes business processes to find ways of making them more efficient and effective. Seeking an opportunity for greater responsibility and professional development.

EDUCATION:

Winthrop University

*Bachelor of Science in Business Administration
Concentration in Human Resource Management*

Expected Graduation: May 2015

Overall GPA: 3.64

Major GPA: 3.89

RELATED EXPERIENCE:

Resolute Forest Products, Catawba, SC

Human Resources Intern

May 2014- Present

- Use E-verify to screen employees to validate that they are legal to work in the United States
- Work in the recruiting process by scheduling interviews for hourly and salaried candidates, interviewing hourly candidate, and setting up assessment appointments.
- Conduct the on-boarding process for newly hired employees, ensuring all paperwork such as background checks, I-9 forms, W4 forms, and other required documents have been completed and sent to higher management for approval
- Use Empath HRIS System to review and track employee information such as employee bio data, payroll, and benefits
- Create applicant logs to track applicants applying for 12 or more jobs throughout the organization in order to ensure compliance with EEO laws
- Track and respond to filed unemployment cases by separated and/or terminated employees
- Research information to assure compliance with current Human Resources Laws such as FMLA, OSHA, EEO,
- Work with Taleo to post and retrieve resumes for potential Resolute Forest Products employees
- Work on a safety team to promote mill safety throughout the mill by participating in safety tours, safety audits, etc.

SUMMIT Companies, Fort Mill, SC

Administrative Assistant (HR Department)

October 2013 – present

- Worked closely with HR department organizing and confirming the presence of employee files and other confidential documents such as I9s, tax forms, benefits information, etc.
- Created Excel spreadsheets simplify the process of tracking engineer certifications to certify they are up to date
- Prepared files according to project log information for engineers to assist in the preparation for site research

LEADERSHIP:

Winthrop SHRM, Rock Hill, SC

President

May 2013 - present

- Coordinates yearly organizational activities with the Winthrop SHRM advisor
- Work with other chapter leaders to design and implement activities that engage a diverse chapter membership
- Direct groups of up to 15 students to deliver customer service at fundraising events at Time Warner Cable arena
- Responsible for cash handling, receipts, and inventory control of up to \$20,000 at fundraising events
- Assists with the on-site management of the chapter's philanthropy events

HONORS:

- Awarded and retained LIFE Scholarship
- Dean's List each semester
- Charlotte Area Liaison Group Scholarship

Fall 2011 - present

Fall 2011 - present

November 2013

Gary M. Donald, Jr.

PO Box 7084 2020 Alumni Dr.
Winthrop University Rock Hill, SC 29733
803-447-7303
garyxdonald@gmail.com

Skills

- Excellent Verbal and Written Communication Skills, Proficient in Microsoft Office Suite, Customer Service, Ability to Multitask, Strong Attention to Detail, Critical Thinking, Working Spanish Proficiency

Education

B.S. Business Administration, Concentration in Human Resource Management **May 9, 2015**

- Winthrop University, Rock Hill, SC

GPA 3.0

Related Experience

Recruiting Office Assistant (HR Intern), Carolina Recruitment, Rock Hill, SC **Fall 2014**

- Matched qualified candidates with vacancies based on skills set and arranged interviews with recruiter
- Utilized Avionte software to document numerous employee related issues
- Organized several job fairs in an effort to attract highly qualified candidates and conduct on-site interviews
- Arranged new hire packets for interviews/orientation with head account manager

Administrative Specialist II (HR Intern), SCDOT, Columbia, SC **Summer 2014**

- Researched and collected data to construct salary survey for distinctive positions within the company
- Contacted various Human Resource offices throughout SC in regards to salary data via phone and email
- Utilized e-verify to ensure new hires were eligible to work
- Screened job applicants to ensure they met basic position requirements and assisted HR Manager in creating position descriptions for job vacancies.
- Uploaded essential current/terminated employee documents onto Microsoft SharePoint
- Advertised vacant positions on department's job bulletin board
- Attended staff meetings and training seminars on a plethora of HR initiatives and fundamentals

Camp Counselor, Richland County Recreation Commission, Columbia, SC **Summer 2013**

- Assisted with the planning and coordination of each weekly schedule at camp

Volunteerism, Dorn VA Medical Center, Columbia SC **Summer 2012**

- Served as an aide to the Medical Assistant for the Cardiology department and welcomed approximately 50 patients daily by greeting them in person or on the telephone
- Prepared patients for their health care visit by directing them to the examining room
- Protected operations by keeping patient care information confidential

Activities and Organizations

Society for Human Resource Management, Winthrop University, Rock Hill, SC **Fall 2013-Present**

- Raised approximately \$2,000 towards cancer awareness/research for Relay For Life as WUSHRM Director of External Affairs
- Currently serve as Director of Special Projects where I maintain the organization's resume book and job shadow opportunities

Track and Field, Student Athlete, Winthrop University, Rock Hill, SC **Fall 2011-Present**

- Set a collegiate personal record as well as a new school record in long jump
- Finished 3rd overall in Big South Conference Indoor Track & Field Championshi

Katherine Hibberd

1107 Falcon Lane, York SC 29745

803-487-9233

Hibberdk2@winthrop.edu

Education

Bachelors of Science in Business Administration, Concentration: Human Resource Management
Winthrop University, Rock Hill, SC Expected Dec. 2016

Activities

Vice President of Programming for WUSHRM

Skills Summary

- Communication
- Excellent Customer Service
- Proficient in Microsoft Office
- Multi-Tasking
- Time Management
- Problem Resolution

Experience

Human Resource Co-Op

September 2014-Present

Meritor, Inc. York, SC

- Assist with generalist activities.
- Update job descriptions for all entry level and management positions.
- Validate and verify weekly payroll using KRONOS.
- Prescreen and run background checks for applicants.

Store Manager

April 2010 – May 2012

Subway Sandwiches

Clover, SC

- Independently managed a team ranging between 6-12 employees.
- Assumed management of a 20 year old store reduced turnover, lowered food cost, increased productivity.
- Prepared sales reports and daily deposits.
- Hired and trained new employees.
- Wrote corrective actions and terminated employees when needed.
- Resolved customer complaints.

Sandwich Artist, York, SC

July 2008 – 2010

Fort Mill, SC

October 2012-January 2015

- Made sandwiches according to formula and customer preference.
- Focus on customer satisfaction.
- Maintain cleanliness of store.

CHIZOBA IKWUEME

8003 Andover Creek Drive • Charlotte, NC 28210 • chizobaikwueme@yahoo.com • 336.327.3467

EDUCATION

Master of Business Administration: Human Resource Management Expected, May 2015
Winthrop University, Rock Hill, SC

GPA: 3.3/4.0

- **Vice President** of Winthrop University's MBA Association (MBAA), Jan 2014 – May 2014
- Member: **Society for Human Resource Management (SHRM)**, Winthrop University Chapter

Bachelor of Science in Business Administration 2012
University of North Carolina, Greensboro, NC

EXPERIENCE

Graduate Assistant 2013 – present

Winthrop University, College of Arts and Sciences, Rock Hill, SC

- Respond to more than 50 phone, email, and walk-in based inquiries per week from students, faculty, staff, and external partners and forward messages to appropriate personnel
- Support Associate Dean, Assistant to the Dean, and professors with mini-projects by computing data into MS Excel spreadsheets after obtaining information using SPSS or internal databases
- Perform basic administrative duties such as filing, data entry, photocopying, scanning, faxing, and drafting official communication

Human Resource Intern June – August, 2014
Lenovo, Morrisville, NC

- Supported the Talent and Acquisition team with the on-boarding process of more than 1,800 IBM employees for a Merger and Acquisition project by ensuring that employees accepted their documents regarding compensation and life and health benefits
- Audited and corrected the HRIS Workday portal to ensure accuracy of start dates and other HR that were crucial to the success of the project while monitoring, tracking and analyzing daily reports using Microsoft Excel
- Received employee recognition from senior management two weeks into project for accurately managing I-9 verification process for US employees while exceeding deadlines and reaching goals sooner than expected
- Made follow up calls and sent emails to executives and new employees using Microsoft Outlook regarding paperwork needed to complete the employee onboarding process

Loan Servicing Specialist May – August, 2013
Wells Fargo, Fort Mill, SC

- Managed electronic mailboxes for reverse mortgage clients by sending various legal and financial documents to appropriate loan processor
- Reviewed incoming legal documentation in order to process loans for approval by entering data in reverse mortgage system portal, corresponding with appropriate department personnel, and archiving emails for back-up purposes

ADDITIONAL

- **Additional Employment:**
 - *Customer Service Representative*, Wells Fargo, Charlotte, NC; January – April, 2013
 - *Account Manager*, Customer Builders, Charlotte, NC; 2012 – 2013
 - *Human Resource Intern*, Select Staffing, Greensboro, NC; 2011 – 2012
 - *Facilitator*, UNCG Office of Leadership and Service Learning, 2011 - 2012
 - *Audit Intern*, Pannell Kerr Forster, Jos, Plateau, Nigeria, July – August, 2010
- **Technical Skills:** Workday HRIS System, SPSS, VanillaSoft (CRM software), Banner, Google analytics, Search engine optimization, Social media marketing, Microsoft Office Suite (Word, PowerPoint, Excel, Outlook, Access)

