



Michael C. Baumhardt

Present Address

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Permanent Address

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AREAS OF EXPERTISE, SKILLS, AND ATTRIBUTES

Residence Life • Homecoming • Student Activities • Leadership Programs • Orientation • Admissions
 RHA • NRHH • University Ambassador • Conferences • Search & Screens • Community Service
 Supervision • Event Planning and Implementation • Mentoring • Budgets • Recruitment • Presentations
 Reliable • Detail Oriented • Creative • Committed • Hard Working • Compassionate • Organized • Driven

EDUCATION

University of Wisconsin—Whitewater
 Bachelor of Business Administration: Human Resources Management

- ✦ Current Status: Senior
- ✦ Cumulative GPA: 3.263 Major GPA: 4.0/4.0
- ✦ Graduation Date: May 2008

WORK HISTORY

- **Human Resources Intern - Generac Power Systems – Whitewater, WI; Waukesha, WI; Eagle, WI**
April 2007 – Present
 - ✦ Source candidates through local, state, and national job boards
 - ✦ Perform initial phone screenings, interviews, reference checks using Sonic ATS
 - ✦ Coordinate the Generac Internship Program
 - ✦ Manage and track the Assimilation Tool
 - ✦ Attend and represent Generac at area college/career fairs
 - ✦ Manage and administer updates to the Generac Company Origination Chart of 250+ office personnel
- **Homecoming Steering Committee (HSC) Chair Intern – UW-Whitewater**
Leadership Development – Student Entertainment and Awareness League (SEAL) Internship
January 2007 – Present
 - ✦ Interview, hire, and manage a student volunteer committee of 25 team members
 - ✦ Run weekly information meetings and serve as main university contact for Homecoming
 - ✦ Update Homecoming Packet and registration forms for over 40 participating organizations
 - ✦ Organize participants and judges for numerous events
- **Associate Director Intern – Residence Life – UW-Whitewater**
September 2006 – September 2007
 - ✦ Co-coordinated the selection and hiring of Residence Life Professional Staff including Hall Directors and Assistant Hall Directors, including reviewing resumes, interviewing, and reference checks
 - ✦ Prepared the Professional Staff's annual budgets and plan the annual PRIDE Appreciation Reception
 - ✦ Researched graduate preparation programs in Higher Education and prepare resource guides
 - ✦ Compiled institutional responses to the Virginia Tech tragedy for Wisconsin System President and 13 UW System Chancellors, included many charts and graphs
 - ✦ Implemented the first Residential Education website for UW-Whitewater
- **Computer Sales – Best Buy – Janesville, Wisconsin**
April 2006 – February 2007
 - ✦ Performed customer centricity while analyzing needs and wants of customers
 - ✦ Trained and mentored both new employees and seasonal employees
 - ✦ Effectively executed advertising and selling of Open-Items and At-Risk Items
 - ✦ Performed down-stocking of product and cleaned departments for new product
- **New Student Programs – UW-Whitewater**
Lead Peer Mentor – December 2005 – December 2006
Peer Mentor – April 2005 – December 2006
 - ✦ Supervised twelve (12) Peer Mentors and coordinated campus monthly programming
 - ✦ Became familiar with specific policies and procedures that most directly affect new students during the orientation programs and first year experience
 - ✦ Contacted new students assigned to the groups by given deadline, including letters, phone calls, and/or email messages to encourage the students to use the Peer Mentors
 - ✦ Provided opportunities to get people involved and plan campus events for students

- **Orientation Leader – New Student Programs – UW-Whitewater**
May 2006 – August 2006
 - ✦ Served as an ambassador to hundreds of new students through direct personal contact
 - ✦ Assisted incoming students and parents with advising and registration processes
 - ✦ Served as a resource during orientation programs in group and panel discussions
 - ✦ Participated in follow up with students through phone and cards
- **Residence Life Office Clerical – UW-Whitewater**
May 2006 – September 2006
 - ✦ Typed and distributed correspondences throughout campus regarding Residence Life
 - ✦ Coordinated the move of staff and organization offices from 3rd floor to 2nd floor of Goodhue Hall
 - ✦ Other various projects and duties as assigned by the Associate Director of Residence Life
- **Admissions Office Clerical – UW-Whitewater**
July 2006 – August 2006
 - ✦ Led tours for students and parents while being knowledgeable of the university
 - ✦ Scanned and archived applications and transcripts into Admissions Office database
- **Insurance Agent Assistant – American Family Insurance – Fond du Lac, WI**
May 2003 – September 2005
 - ✦ Answered multiple phone lines and received and delivered faxes
 - ✦ Organized and maintained files, and prepared, processed, and distributed mail
 - ✦ Typed and composed general correspondence using Microsoft Office Suite 2003
 - ✦ Gathered confidential information for quotes and update coverage of policies
 - ✦ Assisted clients in processing claims and submitting pictures of claim damages
 - ✦ Managed payments and billing accounts of clients
- **Supervisor / Cook – Dairy Queen – Fond du Lac, WI**
May 2001 – May 2006
 - ✦ Supervised 3-5 other workers to maintain a clean and healthy environment
 - ✦ Opened and closed the restaurant, which involved cleaning, setting up and tearing down food work stations, counting the money in the registers, reviewing the daily sales reports, locking money in the safe, setting the alarm, etc.

LEADERSHIP EXPERIENCE AND INVOLVEMENT

- **National Residence Hall Honorary (NRHH) Finance & Administrative Director – UW-Whitewater**
May 2006 – May 2007
 - ✦ Kept accurate records of all honorary members from past and present
 - ✦ Recorded minutes and distributed to members
 - ✦ Prepared and oversaw a \$6,500 budget and take financial responsibility
- **Residence Hall Association (RHA) President – UW-Whitewater – May 2005 – May 2006**
Residence Hall Association (RHA) Acting Vice President – January 2006 – May 2006
 - ✦ Ran weekly Assembly meetings and weekly Executive Board meetings
 - ✦ Prepared and oversaw a \$33,000 budget and took financial responsibility
 - ✦ Had a direct weekly contact with Residence Life Staff, and campus administration to serve as reference of policies and procedures for others and handle issues as needed
 - ✦ Led a seven (7) member executive board to achieve the organization's goals and responsibilities
 - ✦ Networked with other public and private colleges and universities across the United States to improve the quality of Residence Life
- **Homecoming Steering Committee (HSC) Secretary/Statistician – UW-Whitewater**
Leadership Development – Student Entertainment and Awareness League (SEAL)
March 2005 – October 2006
 - ✦ Tabulated totals daily for over 40 organizations participating in Homecoming
 - ✦ Ensured accuracy and confidentiality of point totals and who had won each division
 - ✦ Worked with other team members to supervise events and ensure they were ran smoothly, efficiently and everyone was having fun and being accommodated to

ADDITIONAL INFORMATION

- References, organizations, leadership conferences, awards, and committees will be provided upon request.

Randy T. Boberg

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704 W. Milwaukee Street
Mauston, WI 53948
Randy1558wis@yahoo.com

Current Address:
2440 Commercial Ave
Madison, WI 53704
Cell: (608)575-6175

SUMMARY:

Well organized college student with excellent computer and interpersonal skills along with a background in Human Resources and Management.

EDUCATION:

University of Wisconsin - Whitewater, Whitewater, Wisconsin
(Expected Graduation: December 2007)

Major: **Business Administration – General Management**

- Participant in Sigma Iota Epsilon Management Organization
- Participant in the IMPACT Club
- Microsoft Office Certified
- 3.55 G.P.A.

EXPERIENCE:

Professional Recruiting Intern, **WPS Health Insurance**, Madison, Wisconsin

- Interviewed and phone screened exempt employees (June 2007- Current)
- Worked with PeopleSoft 8.8 and Crystal Reports 9.0
- Processed employee upgrades and promotions

Human Resources Intern, **Six Flags Great America**, Gurnee, Illinois

- Screened potential applicants over the telephone (Jan 2007 – Jun 2007)
- Applied FLSA, FLMA, and EEO law knowledge
- Interviewed and hired hourly employees
- Processed I9s, W4s, and other important federal and state documents
- Exceed sales goals and increased revenue in department

Claims Processor II Homemaker, **WPS Health Insurance**, Madison, Wisconsin

- Assisted a unit supervisor for six months (July 2004 – Jan 2007)
- Processed insurance claims before important deadlines
- Maintained a set quality and quantity expectations, daily

Front Desk Representative, **Hilton Madison**, Madison, Wisconsin

- Efficiently checked-in and out guests (Sept. 2005 – Nov 2006)
- Assisted with the delivery of food in an efficient and accurate time
- Filled in as hotel PBX operator, frequently
- Used copy machines, fax machines, telephones

EXTRA-

CURRICULAR:

- President, Future Business Leaders of America at Mauston High School
- National Honor Society at Mauston High School
- Sigma Iota Epsilon chapter member.

MICHAEL J. BRZYCKI
872 PARKVIEW DR. • MILTON, WI 53563
PHONE 262-227-3711 • E-MAIL BRZYCKIMJ14@UWW.EDU

OBJECTIVE

To obtain an internship in Human Resources where I am able utilize my skills and build career experience.

SUMMARY OF QUALIFICATIONS

- Continuing University course work in Human Resources.
- Exceptional people skills developed from 8 years of experience in retail positions.
- Understands businesses and is knowledgeable in the role that HR plays in business.
- Knowledgeable in methods of training and development.
- Extensive background with various software programs including Microsoft Office, other Microsoft programs and Internet Explorer.
- Reliable, responsible, and a self-starter. Eager to learn and take on new responsibilities.
- Works well independently as well as in a team setting.

WORK EXPERIENCE

1999 – 2002 Pick n' Save New Berlin, Wisconsin
Bagger/Stocker

Summer 2003 Nanny position for 3 boys Delafield, Wisconsin

Summer 2004 House Painter New Berlin, Wisconsin

3/2005 – 11/2005 Shopko Beloit, Wisconsin
Lawn and Garden, Electronic Department

- Assisted customers with product selection, cashier.

11/2005 – Present Best Buy Janesville, Wisconsin
Media Department

- Assists customers with product selection and stocking.

EDUCATION

1998 – 2002 Eisenhower High School New Berlin, Wisconsin
General Education-High School Diploma

- Saxophone player in Marching and Jazz bands for 4 years
- Volunteer as a kindergarten aide through school DUO program

2002 – Present UW-Whitewater Whitewater, Wisconsin
Working towards a Psychology Major and minors in Human Resources and Philosophy

EXTRACURRICULAR ACTIVITIES

National and local member of SHRM. Was a senator of the UW-Whitewater Philosophy Club, and was the Vice President of UW- Whitewater College Democrats.

School Address:
163 North Prairie
Whitewater, WI 53190
(608) 575-1616

Erin L. Dahl

Dahlel07@uww.edu

Permanent Address:
624 Crawford Dr
Cottage Grove, WI 53527
(608) 575-1616

Mission Statement: Goal oriented college student seeking a challenging internship in the field of Human Resource Management.

Education: University of Wisconsin-Whitewater
Majors: **Human Resource Management** and Psychology
Graduation: Spring 2008

Financed 70% of college expenses through employment and scholarships.

Technical Skills: Proficient: Microsoft Word and Works, PowerPoint, Excel, CounterPoint SQL, and the Internet
Knowledgeable: SPSS

Honors: Dean's List Fall 2007 - Present

Extra-Curricular Activities: Rugby January 2004 - Present
Position Held: Match Secretary Spring 2004 – Spring 2005

- Scheduled and set up game days
- Organized social activities
- Participated in team volunteer activities (Make a Difference Day)

Touched by a Paw (Volunteering) February 2007 – Present

Member, SHRM Spring 2007 – Present

Analytical Skills: Psychology Research

- Helped plan and put together research
- Planned and recruited participants

Professional Experience: Lavelle Industries October 2007 – Present
Human Resources Intern

Madison Block & Stone June 2003 – Present
Seasonal: Summer

- Interacted with employees and customer in a fast paced environment
- Built and maintained positive relationships with customers
- Revised Employee Manual
- Solved customer complaints

Ashley Dasko

Campus

343 Upper S Janesville St
876 Wells West
Whitewater, WI 53190
(262) 573-7708 (preferred contact)
daskoam16@uww.edu

Home

249 West Cedar Street
Grafton, WI 53024
(262) 376-0273

Education

UW-Whitewater, Whitewater, WI
Human Resource Management/Marketing
Cumulative GPA: 3.6/4.0

May 2009

Certification

Microsoft

May 2007

Experience

Salamone's, Fort Atkinson, WI
Waitress

- ❖ Serving Food
- ❖ Bussing Tables
- ❖ Setting up tables

Sept 07-Present

UW-Phonathon, Whitewater, WI
Caller

- ❖ Called alumni for donations
- ❖ Informing alumni about new events on campus
- ❖ Great Communication Skills
- ❖ Working with a computer

Fall 05 – Spring 07

Sendiks Food Market, Mequon, WI
Cashier

- ❖ Communication Skills
- ❖ Using a Cash Register
- ❖ Excellent at working with people or independently

Feb 05 – Present

Shopko Department Store, Grafton, WI
Woman's Apparel/Cashier

- ❖ Communication Skills
- ❖ Cleaning
- ❖ Using a Cash Register and Phones
- ❖ Helping Customers

Aug 03 – Jan 05

I am a very reliable employee and I am always up for a challenge. I am a hardworking individual who can pretty much do any task that is put in front of me. I am a good

listener and can follow directions very well. I am also very good with people, and I am comfortable talking in front of a group of people.

Organizations

Social Work Student Organization (SWSO)

Volunteered to work at Food Drives, Adopt-A-Highway, and cleaned a homeless shelter in Dane County.

Fall 05

Honors

Deans List/Honor Roll

Fall 05 – Now

References

Bill Mollar

My main manager at Sendiks Food Market

(262) 241-9525

Marc Van Gompel

Supervisor

(262) 472-5278

Heidi Hanlon

Family friend for the last three years

(262) 376-0360

Wendy Freeland

Family friend for nine years

(262) 377-9267

14875 Woodland Court
Brookfield, WI 53005

Phone: (262) 844-2005
DOMBECKML06@uww.edu

Melissa L. Dombeck

Education

-
- University of Wisconsin-Whitewater Whitewater, WI**
- Bachelor of Business Administration Degree with a major in Human Resource Management
 - Minor: French
 - Expected date of Graduation: May 2008
 - Whitewater GPA: 3.437/4.0

Relevant Experience

Monster Worldwide Milwaukee, WI May 2007-August 2007
HR Intern/Staffing Coordinator

- Trained in and practiced recruiting for Finance and Accounting related positions
- Performed phone screens with perspective candidates
- Rewrote job descriptions
- Aided in designing an on-boarding program
- Worked with the Prague office in updating the company website
- Designed, administered, collected and analyzed data for an Internal Customer Satisfaction survey
- Coordinated candidates coming to on-site interviews
- Implemented a Weight Watchers at work program
- Coordinated Corporate Massages for employees
- Interacted with managers and directors on a day to day basis
- Participated in the Morale Committee.

Experience

Sendiks Fine Foods Brookfield, WI August 2003-June 2007
Sales Associate-Floral Department

- Demonstrated excellent customer service and sales practices
- Applied creative skills in floral arrangements and gift baskets
- Trained 6 new employees
- Coordinated and organized orders for floral arrangements and gift boxes
- Developed a comfort in talking to customers on the phone
- Handled returns and followed up on special orders

Burghardt Sprouting Goods Brookfield, WI September 2003- July 2003
Sales Associate

- Demonstrated sales techniques and customer service skills
- Helped keep the store organized and clean
- Operated the cash register and handled cash, credit cards, and checks

Interests and Extra Curricular Activities

-
- Society for Human Resource Management (SHRM) September 2007-present
 - Co-chair for the HR games committee
 - Pi Delta Phi (French Honor Society) April 2007-present
 - Note taker for disabled student on campus- Fall 2005; Spring 2007
 - Honors Spring 2006 and Spring 2007 semesters

Language and Cultural Skills

-
- Written and oral fluency in French

Computer Skills and Abilities

-
- Proficient in Microsoft Office
 - Worked in the Oracle HR system

Alyssa Ellie
1300 Spahn Drive
Waunakee, WI 53597
608-712-4205
ellieam05@uww.edu

Education

Bachelor of Business Administration Degree, Major- Human Resource Management
Anticipated graduation: May 2008
University of Wisconsin-Whitewater

Work Experience

Spherion

Assignment: American Family Insurance

Farm/Ranch Services – Madison, WI

May 2005 – Present

- Accurately enter changes to policies using the Abest system
- Efficiently file policies into the file banks
- Assemble dec pages and send out mailings

Customer Service Representative

Jim Rodgers Agency - Whitewater, WI

September 2006 – May 2007

- Utilized my interpersonal communication skills along with my organizational skills to answer and control a three line phone system with voicemail capabilities
- Performed many administrative tasks including Microsoft Office to write letters and enter information onto spreadsheets
- Accurately entered insured's applications through mainframe and e-mail

Spherion

Assignment: American Family Insurance

Customer Billing – Madison, WI

May 2004 – December 2004

- Performed a wide variety of tasks on the mainframe system and billing center

Sales Associate

JCPenney's – Madison, WI

April 2004 – August 2004

- Utilized outstanding customer service to greet customers and determine effective ways to help meet their needs
- Accurately handled the cash/credit sales that came into the store

Extracurricular Activities

SHRM

UW-Whitewater – National Secretary

April 2006 - Present

- Organize HR Games event for about 60 students from other universities
- Ensure the organization receives the Superior Merit Award by keeping track of the activities participated by the organization throughout the semester
- Organize different activities for about 40-50 students in the chapter

Floor Representative

UW-Whitewater – Leadership Involvement Team

September 2005 – May 2006

- Organized residence hall for activities for a floor of about 60 people
- Worked with floor Resident Assistants to help give the floor a more friendly environment

Women's Swim & Dive Team Member

UW-Eau Claire Eau Claire, WI

September 2004 – November 2004

References

Ann Hamilton, Planning & Administration Administrator

American Family Mutual Insurance Company
6000 American Pkwy
Madison, WI 53783
(608) 249-2111

Kris Stroede, Farm/Ranch Services Manager

American Family Mutual Insurance Company
6000 American Pkwy
Madison, WI 53783
(608) 249-2111

Tim Johnston, Farm/Ranch Operations Director

American Family Mutual Insurance Company
6000 American Pkwy
Madison, WI 53783
(608) 249-2111

Jim Rodgers, American Family Agent

1136 W. Main Street
Whitewater, WI 53190
(262) 473-6730

Katie M. Engnath
815 W. Main Street Unit 116
Whitewater, WI 53190
414-236-1391
EngnathKM04@uww.edu

Personal Objective

To secure a full time position with a company that encourages professional growth as well as advancement within their organization.

Education

Bachelor of Business Administration in Human Resources Management
University of Wisconsin – Whitewater
Expected Graduation Date: May 2008

Personal Skills

- Effectively manage my time being a full time student, working part time, while being an active member in the Society of Human Resources Management and also General Management Organization.
- Continually work with many different people daily in a fast-paced work environment.

Communication Skills

- Work with management and coworkers to solve conflict.
- Communicate with coworkers to solve problems on the line and brainstorm creative solutions.
- Interact directly with customers to answer inquiries.

Leadership

- Human Resources Games Committee
- Assisting in planning the HR Games for the Society of Human Resources Management.
General Management Organization
- Perform all Secretarial duties for General Management Organization.
Delta Zeta Sorority
- Participated in planning and organizing numerous homecoming events in Fall 2006.

Computer Skills

- Certified in Word, PowerPoint and Excel

Awards/Honors

- Term Honors (Fall 2005) – *awarded for obtaining a GPA of 3.4 and above.*
- Term Honors (Spring 2007) – *awarded for obtaining a GPA of 3.4 and above.*

Employment

Walgreen's	Assistant Manager	August 2007-Present
UW Whitewater	Peer Mentor	April 2007-Present
Walgreen's	Management Intern	May 2007-August 2007
Cheesecake Factory	Server	May 2005-August 2007

Elizabeth Foerster

N894 Howard Road
Whitewater, Wisconsin 53190

(920)723-3681
foersterek17@uww.edu

- Objective** To Obtain a Full Time Position in Human Resources
- Education** **University of Wisconsin-Whitewater** **Whitewater, Wisconsin**
Bachelor of Business Administration degree, December 2007
Major: Human Resources Management
- Related Experience** **CUNA Mutual Group** **Madison, Wisconsin**
Talent Acquisition Intern, Summer 2007
- Responsible for pre-screening candidates to determine employment eligibility
 - Conduct screening interviews to obtain information about work experience, education, training and occupational interest
 - Make appropriate recommendations for moving candidates through the employment process
 - Update the applicant tracking system
 - Research staffing and recruiting best practices and incorporate the findings to identify, analyze and recommend changes to the current processes
 - Responsible for managing projects, assignments, and tasks with the ability to re-align priorities as needed
 - Maintain and organize a workflow of information, including highly confidential and sensitive information
- Universal Electronics, Inc.** **Whitewater, Wisconsin**
HR/QA Intern, August 2003 – Spring 2007 - Current
- Assist VP in rewriting company handbook policies
 - Facilitator for employee concerns and quandaries
 - Perform employee orientation
 - Manage Job Function Assessments
 - Oversee UEI safety program
 - Assist with disciplinary action upon and including termination
 - Direct the safety and loss prevention program to assure the conformity with company policy
 - Review applications and conduct interviews while performing background checks
 - Communicate with staffing agencies on status of temps/prospective employees
 - Prepare FDA (Food and Drug Administration) documents
 - Revise Non-conforming Material Reports, Corrective Action Responses, and Document Change Requests
 - Maintain ISO 13485:2000; ISO9000/2001
- Whitewater Middle School** **Whitewater, Wisconsin**
Volleyball Coach, 2005 Season – 2006 Season
- Conduct practices
 - Coach games/tournaments
- Activities** **Society for Human Resources Management (SHRM) Fall 2006 and Spring 2007**
Vice President SHRM Fall 2007, Member Jefferson County Safety Association
- Computer Skills** Proficient with Microsoft Excel, Word, PowerPoint, Visio, eCopy, CAR Log, hire.com (Applicant Tracking System), Universal Electronics private software

TRAVIS S. HAGEN

2126 Saint Clair Street, Racine, WI 53402

(262) 637-3183

tshagen@wi.rr.com

OBJECTIVE

To obtain a position in a Human Resource related field where my experience and enthusiasm will have application.

EDUCATION

Senior, U of Wisconsin – Whitewater
Estimated Graduation: Spring 2008
Bachelors of Business Administration: Human Resource Management

William Horlick High School, Racine, WI
Graduation: June 2004
GPA: 4.0

EMPLOYMENT

Computer Sales Associate

Best Buy, Racine, WI

May 2005 – Present

- Contact the customers
- Match technology with the customer's needs
- Complete the sale

Youth Director

Willerup United Methodist Church, Cambridge, WI

February 2005 – Present

- Coordinate Wednesday night youth program
- Plan curriculum for the students
- Coordinate ministry opportunities and outreach events
- Successfully created the first Senior High youth group in the city

Human Resource Assistant

Adecco, Racine, WI

S.C. Johnson, A Family Company

May 2005 – August 2005

- Prepare bonus compensation reports
- Create corporate officer listing of competition with demographic percentages
- PowerPoint presentations for Global Safety Assessment and Regulatory Affairs
- Manage a multi task environment

Administrative Assistant

Adecco, Racine, WI

S.C. Johnson, A Family Company

June 2003 – August 2004

- Provide office staff with assistance
- Use of Microsoft Office, Outlook, ABBYY Reader, and VMX
- Faxing, answering telephones, Xeroxing, and running errands
- Procurement of office supplies
- Coordinate travel arrangements

TRAVIS S. HAGEN

2126 Saint Clair Street, Racine, WI 53402

(262) 637-3183

tshagen@wi.rr.com

Computer\Network Technician

Tech Corps Wisconsin, Inc., Racine, WI

June 2003 - August 2003

- Project Team Leader
- Rebuild Desktop Computers
- Reload Software
- Trouble-Shoot Computers & Network Errors
- Repair Laptops
- Run Networking and Patch Cables
- Create Network Permissions

ACTIVITIES

Treasurer, University of Wisconsin – Whitewater, Campus Crusade for Christ (September 2005 – Present)

Volunteer, Tech Corps Wisconsin, Inc. (September 1999-2004)

Wednesday Evening Logistical Coordinator, Evangelical United Methodist Church (Fall 1999 – Spring 2004)

Future Business Leaders of America member (2003-2004)

ACHIEVEMENTS

William Horlick High School - High Honors (4.0 GPA)

Future Business Leaders of America (FBLA) – Third place in regional competition in Computer Programming C++

FBLA – Tenth place in state competition in Computer Programming C++

JESSICA L. HARMEYER

HarmeyerJL12@UWW.edu

Cell Phone: 414.430.7604

PERMANENT ADDRESS

S103W20720 Heather Lane
Muskego, WI 53150

CAREER OBJECTIVE

To obtain a challenging and rewarding human resource position with a business organization that will benefit from my human resources experience, excellent communication skills, organizational skills, positive team attitude, and willingness to learn

EDUCATION

University of Wisconsin-Whitewater: Bachelor of Business Administration
Cumulative Grade Point Average: 3.109

- **Human Resources Management Major** *GPA: 4.0*
- **Spanish Minor** *GPA: 3.25*
- **Anticipated date of graduation:** May 17, 2008

(Financed 100% of schooling through work, accumulated savings, and scholarships)

HUMAN RESOURCES EXPERIENCE

Human Resources Internship – Full time/12 week appointment May 2007 – August 2007
Beloit College, Beloit, WI

- Provided assistance on the updating of current job descriptions and related forms
- Drafted a job analysis questionnaire to distribute to employees on campus in order to develop current job descriptions
- Assisted in researching topics and developing a supervisor training program
- Assisted in the processes of employment, payroll, and benefit enrollment for new faculty and staff
- Performed reference checks and made job offers to job applicants
- Sorted and organized job applications to be kept on file
- Assisted with recruitment efforts
- Filed appropriate information in personnel and insurance folders
- Answered phones and performed other various administrative tasks

HONORS

Dean's List
Fall 2006 and Spring 2007

Sigma Delta Pi (Spanish National Honor Society)
Inducted Spring 2007

LEADERSHIP & CAMPUS INVOLVEMENT

UW-W Women's Intercollegiate Softball Team
Active Member Fall 2004 – Present

Society for Human Resource Management (SHRM)
Local Member Fall 2007 – Present
National Member Spring 2007 – Present

Collegiate Professionals of Whitewater (CPW)
Active Member (HR Department) Fall 2006 – Present

UW-W Softball Clinics
Volunteer Fall 2004 – Present

"Make A Difference Day"
Volunteer Fall 2006 and Fall 2007

**WORK
EXPERIENCE**

Tax Cashier
City Hall, Franklin, WI

December 2006

- Processed tax bills
- Maintained accurate cash drawer
- Completed transactions
- Provided quality customer service

Customer Counter Clerk
United Parcel Service, Elm Grove, WI

May 2005 – August 2006

- Assisted customers in preparing packages for delivery
 - Assisted customers with shipments
 - Provided quality customer service
 - Organized packages for deliveries
-

Allyssa E. Kopf

2570 W. 20th Ave.
Oshkosh, WI 54904
920-562-5039
kopfae29@uww.edu

Education

University of Wisconsin–Whitewater

Whitewater, WI

Anticipated Graduation: May 2008

- ❖ Bachelor of Business Administration Degree in Human Resource Management
- ❖ Current GPA–2.8/4.0

Work Experience

Clean Sweep Farm

Milton, WI

March 2006–present

Assistant Trainer/Instructor

- ❖ Assist in maintaining and training 20+ horses on a daily basis
- ❖ Manage the facility in absence of owners
- ❖ Instruct new riders on Saddlebred riding techniques
- ❖ Exhibit horses at various horse shows throughout the Midwest
- ❖ Organize horse show for riders at Clean Sweep Farm
- ❖ Exceeded company goal of increasing new lesson students by 30% during the first year

Boston Store

Janesville, WI

September 2005–March 2006

Sales Associate

- ❖ Assisted customers individually with shoe selection
- ❖ Maintained inventory in a large stock room
- ❖ Maintained an accurate cash drawer
- ❖ Assigned to fill in for associates in most departments because of flexibility and ability to adapt to different inventory

Younkers

Green Bay and Appleton, WI

October 2004–August 2005

Sales Associate

Skills and Abilities

- ❖ Excellent time management skills developed through working 30+ hours a week while being a full time student
- ❖ Familiarity with Microsoft Office, including Word, Excel and PowerPoint

References

Ryan Rongers
Owner-Clean Sweep Farm
8538 N. Serns Rd.
Milton, WI 53563
(608)868-1169

Sarah Lucht
Former supervisor
4 Highpoint Oaks Ln #102
Madison, WI 53719
(262)894-2526

Lindsey VanHorn
Former co-worker
952 Bedford Dr.
Janesville, WI 53563
(608)921-1237

Abby J. Leannah

LeannahAJ01@UWW.edu
(414) 530-7133

Current Address
438 N Harmony Ln
Whitewater, WI 53190

Permanent Address
10440 W Pallotine Dr
Greenfield, WI 53228

OBJECTIVE An opportunity to obtain a summer internship in Human Resources.

EDUCATION University of Wisconsin-Whitewater
Bachelors of Business Administration: Human Resources Management
Current Status: Junior
Expected Graduation Date: December 2008

WORK EXPERIENCE

Wisconsin Innovation Service Center
Student Product and Market Researcher

Whitewater, WI
August 2007-Present

- Utilize online research sources regarding the market on clients' proposed products
- Make phone calls to competitors and other market players
- Research competition, market information, and other relevant trends pertaining to the clients' proposed product

Target Corporation
Cashier/Service Desk

Janesville, WI
March 2007-Sept 2007

- Provided customer service to guests in the store
- Operated cash registers efficiently and effectively
- Assisted guests with opening Target credit cards, averaging 5 per week

Starbucks
Barista

Milwaukee, WI
May 2006-Mar 2007

- Prepared coffee drinks for customers
- Operated cash register while taking orders for drive-thru
- Trained new partners and guided current partners
- Organized bank deposit from till

Old Navy
Sales Associate

Greendale, WI
Sept 2003-April 2005

- Operated cash registers effectively and efficiently
- Provided customer service to shoppers
- Cleaned/recovered store for daily opening and closing
- Assisted customers with opening Old Navy credit cards, averaging 40 per month
- Assisted management with floor projects and overnight shifts

LEADERSHIP EXPERIENCE

UW-Whitewater New Student Programs

Whitewater, WI

Peer Mentor

March 2006-Present

- Led a total of four groups of 25 first year students for their first semester of college
- Attended New Student Seminar class once a week with group as a resource to the instructor
- Communicated with group through weekly emails and monthly group events
- Helped with four weekend programs in Fall 2006 for first year students
- Worked with 90 other Peer Mentors to ensure all first year students were comfortable and successfully adjusting to college

UW-Whitewater Residence Life

Whitewater, WI

Residence Hall Association (RHA) Co-Program Coordinator

April 2006-Dec 2006

- Planned and organized nine programs in Fall 2006 for 3800 campus residents
- Worked as a group with six other Executive Board members and our advisor
- Communicated regularly with 13 Leadership Involvement Team (LIT) programmers and 13 Assistant Hall Directors (AHDs)
- Worked with RHA Public Relations Director (PRD) to publicize and promote upcoming events
- Worked closely with other Co-Program Coordinator to organize and implement programs

INTERESTS AND ACTIVITIES

- Society for the Advancement of Management (SAM) Jan 2007-Present
- General Management Organization (GMO) Sept 2006-Present
- Society for Human Resources Management (SHRM) Sept 2006-Present
- America Reads Jan 2007-May 2007
- RHA Representative on Furniture Review Team Oct 2006-Dec 2006
- Whitewater Make a Difference Day October 2006
- Residence Hall Association (RHA) Sept 2005-May 2007

REFERENCES

References available upon request.

Heather N. Maron

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To obtain a position in Human Resource Management allowing me to use my Customer Service, Supervisory, Self-motivating, Multi-tasking, and training skills.

Education

University of Wisconsin – Whitewater

Whitewater, Wisconsin

Anticipated graduation: May 2008

- Bachelor of Business Administration Degree in Human Resource Management

Work Experience and Skills

Shopko Stores Operating Company, LLC

Watertown, Wisconsin

August 2002 – Present

- Maintained **perfect attendance**
- Nominated for regional STAR teammate of the quarter in September and December 2006
- Received five out of five perfect secret shop reports
- Regarded as one of the friendliest, most helpful teammates by both fellow teammates and customers

- Customer Service Supervisor

April 2006 – Present

- **Supervised** approximately thirty teammates
- Involved in implementing and improving a **training** program for selling Extended Protection Plans and a customer Rewards program
- Learned excellent **time management** skills through working an average of thirty-five hours per week while maintaining full time student status
- Completed weekly schedule for my subordinates in a timely fashion
- Served as the hiring **coordinator** for all of the managers in the building

- Customer Service Specialist

July 2005 - April 2006

- Involved in implementing a **training** program to improve cashier productivity
- Improved the cashier productivity tracking system to allow cashiers to see their productivity sooner and communicating ways to improve
- Learned excellent **leadership** skills through demonstrating and teaching policy compliance

- Service Desk Specialist

July 2003 – July 2005

- **Multi-tasked** by working the Customer Service Desk as well as the One-Hour Photo Department
- Worked with pleasant and unpleasant customers continuously
- Worked with little supervision
- Learned organizational skills

- Cashier

August 2002 – July 2003

- Money handling
- Working with cash registers and computers
- Learned to be very customer focused

Matthew Perry

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Permanent Address
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Green Bay, WI 54301

WORK EXPERIENCE

- 04/2007 – 09/2007 Centerplate, Alpine Valley Music Theatre, East Troy, WI – HR Intern
Duties: coordinated non-profit organization fundraising program, assisted with training program, data entry for hourly employees, assisted with staffing of 20+ locations and over 200 employees, managed payroll for non-profit organizations
- 06/2001 – 01/2007 De Pere Hardware Store, De Pere, WI – Customer Service
Duties: supervised subordinates one night per week, cashier, cash handling and balancing, customer assistance/answered phones, rental desk attendant, stock inventory, completed deliveries/pickups for purchases, kept register of equipment rented and customer information, solved problems for customers in paint and other hardware areas
- 06/2000 – 10/2001 Main Street Market, Egg Harbor, WI – Customer Service
Duties: stock inventory, customer service, bag and carry out groceries, clean store

EDUCATION

University of Wisconsin-Whitewater – currently a senior, will graduate May 2008
Human Resource Management Major. Current GPA 3.6
SHRM (Society for Human Resource Management) – Active member since September, 2006.
-Treasurer of 07/08 school year

Graduated from Green Bay Southwest High School in June 2004. GPA 3.2

BUSINESS-RELATED SKILLS

- Cash register, cash handling
- Computer/calculator
- Customer service, telephone skills
- Rental desk orders
- Inventory Control
- Microsoft Word, Excel, PowerPoint

COMMUNITY SERVICE

On Broadway Inc. – Helped organize Winterfest '07 event in Green Bay
Leadership Involvement – Residence Halls in Whitewater
Habitat for Humanity – Whitewater and Green Bay Chapters
On Broadway Inc. – music performances at various community events such as Arts on Broadway,
Farmers Market and Holiday Tree-Lighting
Jitters and Greenhouse Coffeeshouses – Numerous music performances on campus
Big Brothers-Big Sisters – Bowl-for-Kids Event volunteer

Kristi Prokop

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prokopkm19@uww.edu

Objective

An internship position in the human resource department that will help expand my knowledge of the position, and will allow me to develop my communication and leadership skills

Education

University of Wisconsin-Whitewater
Whitewater, Wisconsin

Anticipated graduation: May 2009

- Bachelor of Business Administration Degree in Human Resource Management
 - Cumulative Grade Point Average: 3.677 on a 4.0 scale
-

Work Experience

Liberty Contractors, Inc. – Secretary/dispatcher
Franklin, Wisconsin

June 2001-August 2007

- Dispatched workers daily
- Answered calls from contractors
- Entered information on computer
- Promoted from secretary to dispatcher in May 2007

Hollister Co. – Model/brand representative
Wauwatosa, Wisconsin

April 2004-February 2007

- Worked on cash register
 - Set up store after new shipments arrived
-

Honors

- Current and active member of the UW-Whitewater Honors Society since 2006
 - Appointed member of the National Scholars Honor Society in 2006
-

Extra Curricular Activities

- Current and active member of the UW-Whitewater Student Optimist Club
- Current and active member of the UW-Whitewater Society for Human Resource Management (SHRM) Organization
- Member of the UW-W dance company 2006-2007

ANDREA SCHMIDT
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EDUCATION

Bachelor of Business Administration, candidate
University of Wisconsin-Whitewater, WI
Major: Human Resources Management
Expected Graduation: May 2008
Cumulative Grade Point Average: 3.8/4.0

WORK HISTORY

Human Resources Intern, Medical College of Wisconsin, Milwaukee, WI
May 2007-August 2007
Student Assistant, University of Wisconsin-Whitewater Testing Office, Whitewater, WI
October 2004-Present
Grounds Crew, Jim Bern Company, Mequon, WI
Summers of 2005 and 2006
Customer Service Representative, Blockbuster, West Allis, WI
October 2003-August 2004

SKILLS AND ABILITIES

- Trained three student assistants in software system used to download and enter test scores
- Helped with budget projection and student payroll
- Completed reference checks
- Conducted phone screen interviews and sat in on several in-person interviews
- Put together and posted job postings
- Pulled together candidate summary charts for various positions
- Completed new hire paperwork
- Able to work well within a team setting as well as independently
- Experienced in working with diverse groups of people
- Highly organized with superior time management skills
- Nominated for an excellence in writing award by the Chairperson of the Philosophy and Religious Studies Department

COMPUTER SKILLS

- Created and edited interdepartmental documents using Microsoft Word
- Developed spreadsheets and generated complex formulas using Microsoft Excel
- Worked with specialized software programs
- Experienced with PeopleSoft
- Knowledgeable with Microsoft Office Suites

EXTRACURRICULAR ACTIVITIES/ORGANIZATIONS

- Honors Student Association (September 2004-Present)
- Golden Key Honor Society (January 2007-Present)
- Society for Human Resource Management (February 2007-Present)

Jamie Seefeldt

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Objective

To obtain a full time Human Resource position

Education

University of Wisconsin-Whitewater, Whitewater, WI
Bachelor of Business Administration in Human Resources Management
Anticipated date of Graduation: May 2008
G.P.A. 3.7/4.0
Dean's List: 6 semesters

Human Resource Related Experience

- | | |
|---|---|
| St. Coletta of Wisconsin
HR Intern | Jefferson, WI
September 2007 - Present |
| <ol style="list-style-type: none">1. Projects: 4-year criminal background checks, hire letter, performance evaluations, exit interviews2. Phone screens, interviews, reference checks, background checks, job fairs, and new hire orientation3. Benefits orientation and renewal of health/dental insurance4. Staff Development: TMS data entry and revision of training presentations | |
| Society for Human Resource Management
President | Whitewater, WI
April 2007 – Present |
| <ol style="list-style-type: none">1. Lead meetings and oversee all events2. Organize the conference portion of the 2008 HR Games3. Committee for Management Department Social: Create, design, run the program, and create future events4. Hawk Fair Committee: promoted the event as well as sat on the planning committee. | |

Organizational Involvement

Society for Human Resource Management	September 2006- Present
Golden Key	September 2006- Present
American Marketing Association	September 2006-September 2007
Habitat for Humanity	September 2004-September 2006

Employment

University of Wisconsin-Whitewater Administrative Affairs	January 2005-Present
University of Wisconsin-Whitewater Budget Office	Summer 2005/2006/2007
Kohl's Department Store	August 2003-October 2003

Ryan Shelton

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sheltonrj11@uww.edu

PROFESSIONAL OBJECTIVE

To obtain a training position in a growing organization in which I will be able to display my excellence in communication, development, leadership, and professionalism.

EDUCATION

Bachelor of General Management in Business
University of Wisconsin – Whitewater *GPA 3.628*
Degree is projected for May 2008
Bachelor of Human Resource Management in Business
University of Wisconsin – Whitewater
Degree is projected for May 2008
Member of SHRM – National & Local Chapters

TIME-MANAGEMENT SKILLS

- Enrolled at UW-Whitewater as a full time student
 - 15 plus credits per semester
- Employed by Guaranty Bank as a Personal Banker
 - Supervisor position
 - 30 hrs per week during school year
 - 40 plus hours per week during breaks

COMMUNICATION SKILLS

- Consistently have used proper communication skills through my college and job career.
- Understand the importance of knowing how to effectively communicate with different departments and audiences.

ANALYTICAL SKILLS

- Worked in a banking environment requiring mathematical skills and analysis.
- Forecasted and analyzed past and future inventory levels.
- Created financials for a mock business plan forecasting five years of operation.

MANAGEMENT SKILLS

- Supervised and trained new team members at Guaranty Bank.
- Led my team in projects administered by the University:
 - Historical overview and stock analysis of Harley Davidson Inc.
 - Costs and allocation of UW-Whitewater tuition
 - Lube2Go business plan

TECHNICAL SKILLS

Proficient: MS Word, MS Excel, MS PowerPoint, Audio/video use and installation, the Internet

Knowledgeable: Computer repair skills, networking skills

LEADERSHIP

- Director in many school administered group projects
- Consistently near top tier of sales, customer service, and performance at Guaranty Bank

EMPLOYMENT HISTORY

Fuzzy's Audio & Video Monroe, WI Summer 2002-2005
Sales associate, custom installations, customer service, orders
Guaranty Bank Delavan, WI Spring 2005 to Present
Supervisor, personal banker, customer service, sales

EMILY D. SIKORA

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School: 185 North Fraternity Lane, Apt. 9, Whitewater, WI 53190
SikoraED12@uww.edu
(262)308-0727

Objective

To obtain a position as a Human Resources Manager allowing me to use my acquired skills and knowledge in the field of Human Resources Management

Education

University of Wisconsin-Whitewater

Whitewater, WI *Anticipated graduation: December 2007*

- Bachelor of Business Administration Degree in Human Resources Management
- Dean's List

Work Experience

University of Wisconsin-Whitewater, Human Resources & Diversity Office

Student Worker & Intern

Whitewater, WI *May 2005 – April 2007*

- Assistant to several Human Resource Managers/Assistants
- Assist with Limited Term Employment recruitment and the hiring processes
- HRIS support/back-up to the HR Assistant Advanced
- Student hire paperwork organization
- Search and Screen process, also attended search and screen committee meetings
- Organization and completion of employee benefits packets
- Auditing of employee timesheets
- General office reception and duties
- Developed independent working skills

Productive Living Systems - Jade House

Shift Leader

Whitewater, WI *April 2006 – September 2007*

- Run a household of six to eight clients, which has taught me new leadership skills
- Ensured that state and federal rules, regulations, and laws were being followed
- Maintained client confidentiality

Organizational Clubs

Society for Human Resources Management - SHRM

Whitewater, WI *November 2005 – Present*

- Social Chair – assisted with the organization of guest speakers, tours, and group socials

Sigma Sigma Sigma Sorority

Whitewater, WI *February 2004 – February 2006*

Community Service

Whitewater High School

Assistant Cheerleading Coach

Whitewater, WI *September 2005 – March 2006*

- Developed time management, team work, and leadership skills

References

Available Upon Request

Jocelyn J. Swenson

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Evansville, WI 53536
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rudejj14@uww.edu

Education

University of Wisconsin-Oshkosh

Oshkosh, Wisconsin

September 2004 - May 2005

University of Wisconsin-Whitewater

Whitewater, Wisconsin

September 2005 - present

Anticipated graduation: May 2008

- Bachelor of Business Administration Degree in Human Resources Management
- Cumulative Grade Point Average: 3.203 on a 4.0 scale
- Member of local and national Society for Human Resources Management

Work Experience

Culver's

Stoughton, Wisconsin

March 2001 – present

Assistant Manager

- Maintain perfect attendance
- Prepare pre-shift schedules
- Manage and maintain an efficiently run shift
- Handle on-the-spot complaints
- Created and maintain the store's birthday club
- Write out customer complaint apologies
- Knowledge of bookkeeping using BlueCube software
- Do monthly inventories
- Gained time management skills working 30+ hours a week and going to school full time

Katie VanBeek

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Mayville, WI 53050

College Address
429 West Main Street Apartment 3
Whitewater, WI 53190

EDUCATION

University of Wisconsin-Whitewater
Whitewater, Wisconsin

Anticipated graduation: May, 2008

- Bachelor of Business Administration Degree in Human Resource Management
- Cumulative Grade Point Average: 3.968 on 4.0 scale

HONORS

- Dean's List (six semesters)
- The Honors Program (six semesters)

UNIVERSITY INVOLVEMENT

Honors Student Association (HSA)
Nursing Home Visitation Program Jefferson, Wisconsin
Society for Human Resource Management (SHRM)

September, 2004 - Present
January, 2005 - May, 2005
January, 2007 - Present
September, 2007 - Present

- Assistant Coordinator for the 2008 HR Games

PROFESSIONAL EXPERIENCE

Freedom Plastics, Inc.
Human Resource Intern

May, 2007 - Present

- Actively participating in the recruitment and selection processes for professional and production positions
- Helping to implement a new human resource information system (HRIS)
- Acquainted with Automatic Data Processing (ADP) and ADP Human Resource Benefit Solution systems
- Conduct pre-screening and orientation for new employees
- Assisting in annual open-enrollment process for employee benefits
- Member of safety team and conduct safety walk-throughs
- Maintain employee relationships at all levels and respond to their questions and concerns
- Helped coordinate the annual wellness fair, golf outing, and a walking program

University of Wisconsin-Whitewater Honors Office Whitewater, Wisconsin:
Office Assistant

January, 2006 – May, 2007

- Answered and directed phone calls
- Organized and filed office documents
- Responded to student and faculty e-mails

Stettler Properties Whitewater, Wisconsin:
Seasonal Maintenance Worker

May, 2006 - August, 2006

- Supervised a cleaning crew of three
- Organized cleaning and tool sheds
- Collaborated with supervisor and co-workers to reassemble a porch and improve a gravel driveway

University of Wisconsin-Whitewater Peer Mentor Program Whitewater, Wisconsin: March, 2006 - December, 2006
Mentor to new freshmen students

- Guided new freshmen students through orientation
- Coordinated activities with freshmen students
- Served as a leader and a resource to freshmen students when they needed help and assistance

*References available upon request.

Amber Vlach

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Objective

Graduate of Whitewater University May 2008. Eager to gain experience in the working world. Much experience with management and guest relations at Six Flags. Major part in opening Hurricane Harbor in 2005 by training employees. Disney College Program Alumni. Possessed with patience and flexibility; strong leadership and organizational skills. Willing to work toward a goal as a team member and contributor.

Education

Whitewater University Graduate May 2008 Whitewater, WI
Human Resource Management
▪ Major GPA 3.67/4.0
▪ Emphasis in human resource and business management classes

Professional Experience

WIPFLI, LLP June 2007- Present Madison, WI
Recruiting Specialist Intern
▪ Completing background checks, reference checks, and phone screens of potential candidates
▪ Created and sent out ads to newspapers and online to advertise for open positions
▪ Completing new hire processing including setting up new hire in HRIS system, processing completed new employment paperwork prior to first payroll, and following up as necessary to ensure full completion and receipt of missing documentation
▪ Assisting with administration of Predictive Index to employees and applicants. Gain working knowledge of the tool and work towards becoming proficient in analyzing the data and sharing it with employees and managers
▪ Created a working candidate referral tracking system

Walt Disney World January 2007- Present Orlando, FL
Campus Recruiter- Employed in Orlando, recruit and work on campus at Whitewater
▪ Organized, accountable and adaptable in a fast-paced and demanding environment
▪ Exceptional leadership skills and proven performance working with a team
▪ Contribute to team by offering creative solutions to achieve recruiting goals
▪ Proven ability to multi-task and manage deadlines

Walt Disney World Casting June 2006- May 2007 Orlando, FL
Professional Internship
Casting Employment Coordinator
• Guide over 20,000 applicants per year through hiring process
• Support operations of six different casting departments
• Check-in, scheduling telephone & in-person interviews
• Coordinate & maintain the daily operational flow of the casting center
• Present & facilitate pre-employment and new hire benefit briefing sessions
• Provide extensive and accurate information for call center of over 200,000 calls per year
• Assist current cast members with internal transfers
• Keep up to date on current union guidelines for internal transfers, recasting, and rehires
• Provide a high level of guest service with both external and internal cast members

Six Flags Great America Seasonal March 2002- November 2005 Gurnee, IL
Rides Lead
▪ Responsible for on the job training for new and current employees
▪ Ensure successful implementation of safety procedures in daily operation while continually working to exceed guest expectations
▪ Responsible for training, reviewing, and keeping the crew updated with current park events
▪ Maintained daily rotations, corrective action, commendations, and daily paperwork for the units

Six Flags Hurricane Harbor May 2005- July 2005 Gurnee, IL
Water Park Lead
▪ Responsible for training new lifeguards water park operational procedures
▪ Helped in creating the operating procedures and training materials for water park attractions
▪ Created and maintained rotations for over 30 employees between work stations and breaks
▪ Audited lifeguards to ensure they were implementing and following all safety procedures
▪ Helped resolve guest complaints and provide high level of guest service
▪ Developed skills of potential new leads

Scholastic Honors

Deans List- Four semesters

SHRM- active member

Specialty

Proficiency- Microsoft Word, Outlook, PowerPoint, Excel, SAP, Talent Acquisition System

Tricia M Wollerman
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To obtain a human resource position with an organization that will benefit from my skills.

EDUCATION

- Bachelor of Business Administration Degree in Human Resource Management
University of Wisconsin-Whitewater (projected completion – May 2008)

SKILLS

- Excellent time management skills developed through working 25 hours per week while a full-time student
- Ability to present ideas and information in a clear, concise and organized manner
- Demonstrated interpersonal skills by speaking with University of Wisconsin-Whitewater students and parents regarding issues concerning their student account
- Proficient in: MS Word, MS Excel, MS PowerPoint, and the internet
- Knowledgeable regarding: MS Access, PeopleSoft (large database)

SELECTED WORK EXPERIENCE

- | | | |
|---|------------------------|-------------------------|
| UW-Whitewater Student Financial Services Office | Whitewater, Wisconsin | December/04 - Present |
| <ul style="list-style-type: none">• Worked with students to help them pay their student bill in full• Sent letters to students regarding past due balances• Communicated on the phone and by sending e-mails to students• Answered general information questions about student bills and due dates | | |
| North American Tool Corporation | South Beloit, Illinois | June/07 – July/07 |
| <ul style="list-style-type: none">• Protected confidential employee information• Worked independently updating and verifying personnel files had the correct paperwork• Completed projects on a timely basis | | |
| Big Apple Bagels | Appleton, Wisconsin | December/01 – August/04 |
| <ul style="list-style-type: none">• Started as cashier and was promoted to supervisor• Counted the registers at the end of the night• Opened and closed the store• Worked with customers answering questions and concerns | | |

ORGANIZATIONS/ VOLUNTEER EXPERIENCE

- UW-Whitewater SHRM member since 2006 and secretary for the 2007-2008 school year
 - National SHRM member since 2006
 - Volunteered at Wisconsin State SHRM Conference in 2006 and 2007. Worked information desk by answering general questions and taking surveys.
-