

Ashley M. Lawrence

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- OBJECTIVE:** Human Resource Generalist internship during the summer of 2010
- EDUCATION:** Bachelor of Business Administration with **Honors**, December 2010
University of Wisconsin-Whitewater-Whitewater, WI
Major: *Human Resource Management*, Minor: *Spanish*
Major GPA: 4.0/4.0
- LEADERSHIP:** College Of Business And Economics Dean's Advisory Council - Fall 2009
Society for Human Resource Management: Dean's Advisory Council Rep - Fall 2009
Sigma Alpha Lambda, Co-founder and Vice-President-March 2009-Current
Student Foundation: Vice President of Fundraising-Fall 2009
National Residence Hall Honorary (Top 1% of Leaders on Campus)-April 2009
Diversity Advocate Programs: Race and Ethnicity, Sexual Orientation-April 2009
Boxes and Walls Volunteer (Campus wide diversity program)-February 2009
Office of Residence Life Search and Screen Committee - January 2009-March 2009
Recommended the current Coordinator for Community Development
Resident Assistant of the Year, Resident Assistant of the Month, and ARA Top
Community Builder of the Month-August-May 2009
Honors Student Association: Honor Student Mentor-September 2007-Current
Conduct Board- October 2007-May 2008
Reviewed polices, discussed violations of procedures with students, and recommended
sanctions to the Office of Residence life
Safe Zone Certification-March 2008
Training on safe and effective communication regardless of diverse background
Dialogue on the Human Race Diversity Experience-November 2007
Leadership Involvement Team-Fall 2007
U-Lead Participant (Leadership training as incoming freshman)-August 2007
- EXPERIENCE:** Badger Basement Systems, Fort Atkinson, WI – June 24 – Present
Administrative Professional
UW-Whitewater, Whitewater, WI, Center for Students with Disabilities - September 2008
- Present - Tutor, Project Assist
UW-Whitewater, Whitewater, WI, Office of Residence Life – August through May 2009
Resident Assistant
- COMMUNITY SERVICE:** Center for Students with Disabilities-September 2008-May 2009
Relay for Life-May 2008
Make a Difference Day-October 2007 and 2008
- ACADEMIC HONORS:** Dean's List
Hall Star Award (Continued Academic Success)
Phi Eta Sigma National Honor Society (Freshman GPA of at least 3.5)
Golden Key International Honor Society
Beta Gamma Sigma (Top 10% of undergraduate juniors with Business Emphasis)
Sigma Delta Pi (National Collegiate Hispanic Honor Society)
- REFERENCES:** Available upon request

Chelsea A. Miller

Campus Address
338 South Franklin Street
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(608)-732-8763

Permanent Address
420 11th Street
Fennimore, WI 53809

OBJECTIVE

To obtain an internship within the field of Human Resource Management, specifically to enhance leadership, personable, and administrative skills for further employment.

EDUCATION AND ACCOMPLISHMENTS

University of Wisconsin-Whitewater Whitewater, WI Sept. 2007-present
Bachelors of Business Administration May 2011 (Anticipated)
Major: Human Resource Management
Minor: Psychology
Overall GPA: 3.855/4.0
Dean's List: 4 semesters (2007-2009)
Dale Scharinger Scholarship Recipient - Spring 2009

WORK EXPERIENCES

- **UW-Whitewater Recreation Sports**
 - Recreation Sports Lifeguard Whitewater, WI Jan. 2008-Present
 - Maintained order and discipline among swimmers by enforcing policy.
 - Created a welcoming environment for all community, faculty and student patrons.
 - Monitored patrons to ensure safety and to respond to any life threatening injuries, if necessary.
 - Educated in Sexual Harassment and Integrity Education training.
- **UW-Whitewater First Year Experience**
 - Peer Mentor Whitewater, WI May 2009-Present
 - Facilitated a group of 24 college freshmen in their campus orientation.
 - Programmed multiple activities to engage the group and enhance their orientation experience.
- **City of Fennimore**
 - Head Lifeguard Fennimore, WI Summer 2008-Summer 2009
 - Lifeguard Fennimore, WI Summer 2005- Summer 2009
 - Managed a lifeguard staff of 25.
 - Planned and executed In-service meetings where staff would practice necessary skills.
 - Created schedules and various invoices for lifeguard staff.
 - Programmed the fundraising event, "Fennimore Pool Block Party," which raised over \$1400.
 - Taught American Red Cross CPR/AED, First Aid, Water Safety and Lifeguard certification courses.
 - Cleaned facility, pool, and surrounding area regularly.
 - Actively observed patrons using pool facility to ensure safety and well being.
 - Taught and scheduled American Red Cross Water Safety classes with community.

ORGANIZATION, LEADERSHIP, AND VOLUNTEER EXPERIENCE

- Society for Human Resource Management (SHRM) Jan. 2009-present
 - Treasurer (May 2009 - Present)
 - Student Liaison for the Professional Chapter Jefferson County Human Resource Association (May 2009 - Present)
- Homecoming Steering Committee (HSC) Mar. 2008-present
 - Windows Event Co-Coordinator (Fall 2008)
 - Parade Co-Coordinator (Fall 2009)
- Phi Eta Sigma - National Honor Society Jan. 2009-Present
- Sigma Iota Epsilon - National Management Honor Society Mar. 2009 - Present
- Sigma Alpha Lambda - National Leadership Honor Society Sept. 2009-Present
- UW-Whitewater Forensics Team Sept. 2007 - Jan.2009
 - Member Liaison/Member at Large (September 2008-January 2009)
- UW-Whitewater Varsity Reserve Swim Team Sept. 2007-Dec. 2007
- Volunteered at the Taste of Whitewater Sept. 2008
 - Helped with the set-up of event and anything that needed to be done.
- Volunteered at the Human Resource Games Mar. 2009
 - Diligently kept score for three rounds between schools competing in the games.

Jaclyn Mucha (Ramm)

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East Troy WI 53120
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Objective: Seeking a position as a valued member of your Human Resources department that allows me to utilize my knowledge, skills, energy and experience for job responsibilities.

Education:

University of Wisconsin Platteville Fall 2006
Criminal Justice Major

University of Wisconsin Whitewater Spring 2007
Human Resources Major – Senior Status *Expected Graduation: May 2010*

Work Experience:

Pick n' Save – Wales, WI August 2002 – August 2005
Utility Clerk

Seaquist Closures – Mukwonago, WI August 2005 - Present
Human Resources Intern

Main Job Duties:

- Performance Appraisals
- MRA Surveys
- Corporate wellness
- Safety Training
- Recruiting/Interview set-up
- Reference Checks
- Plant Interviews
- New Hire Orientation
- Presenting Company-Wide Meetings
- Insurance Documentation

Campus Involvement:

Society for Human Resources; *General Member*

Alpha Sigma Sorority:

New Member Educator – Fall 2008 – Fall 2009

Recruitment Chair – Fall 2008

Vice President – Spring 2008

Pan-Hellenic Council; *Secretary – Spring 2008*

Residence Hall Association; *Admin Wells West – Spring 2007*

References furnished upon request.

Jaclyn Nett

1135 West Main St, Hilbert, WI 54129 ~ 920.205.0986~ nettjc20@uww.edu

Education

University of Wisconsin – Whitewater
Bachelor of Business Administration
Cumulative GPA 3.7/4.0
Dean's List (6 Semesters)

Expected Graduation: May 2010
Major: Human Resource Management

Experience:

- **Human Resource Assistant/ Learning and Development Assistant**
May 2006 – Present (Part-time) Faith Technologies, Inc (formerly known as Town and County Electric) Menasha, WI
 - Assist with the recruiting process (i.e. prepare application packets, maintain application database, conduct reference/background checks, create job advertisements for internal recruitment, and interview applicants)
 - Maintain individual employee files and various human resources files
 - Assist with the development of trainings (i.e. research information, create handouts, and assemble manuals)
 - Assist the Learning Consultants and Learning Coordinators with various tasks (i.e. prepare materials for the class instructor, inform employees about upcoming trainings, update training database, and organize hotel reservations)
 - Assist with receptionist duties (i.e. operate switch board, greet guests, organize/ prepare company mailings, and assist with organizing company sponsored activities)
- **Waitress**
June 2002 – Present Village Hearthstone Hilbert, WI
- **Waitress**
Summer of 2006 Waverly Beach Menasha, WI
- **Landscape Maintenance and Installation**
May 2002 - 2006 Nett Lawn Mowing and Landscaping L.L.C Hilbert, WI

Activities

- **Society of Human Resource Management (SHRM)**
 - Fall of 2008- Present
- **Student Athletic Advisory Committee (SAAC)**
 - Women's Cross Country representative (Fall 2006-Present)
 - Intercollegiate Athletic Committee - This group serves in an advisory capacity to Intercollegiate Athletics. Issues discussed include budgets, facilities, gender equity and other programmatic areas. (Fall 2009)
 - Volunteer through "Reading with the Warhawks." (Fall 2006- Present)
 - Participated in "Make a Difference Day." (Fall 2006)
 - Assisted in Homecoming Activities (Fall 2007)
- **Cross Country**
 - Member of collegiate cross country team (Fall 2006-Present)
 - Captain (Fall 2008, Fall 2009)
 - Student-Athlete Academic Achievement Award (Fall 2006, Fall 2007, Fall 2008)
 - WIAC Scholastic Honor Roll (Fall 2006, Fall 2007, Fall 2008)
 - NCAA Division III USTFCCA Cross Country All-Academic Team (Fall 2006, Fall 2007, Fall 2008)
 - Voted Most Valuable Freshmen (Fall 2006)
- **Track and Field**
 - Member of collegiate track and field team (Spring 2007-Present)
 - Captain (Spring 2010)
 - Student-Athlete Academic Achievement Award (Spring 2007, Spring 2008, Spring 2009)
 - WIAC Scholastic Honor Roll (Spring 2007, Spring 2008, Spring 2009)
- **Phi Eta Sigma**
 - Honor society for first-year college and university students of all disciplines
 - Inducted in Fall 2007
- **Golden Key**
 - International Honor Society
 - Inducted in Fall 2008
- **Sigma Iota Epsilon**
 - Premiere student organization in management that encourages and recognizes scholastic excellence and also promotes cooperation between the academic and practical aspects of management
 - Inducted in Spring 2008

Diana L. Olson

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Cell (608) 628-1166

Current Address:
152 S. Franklin St.
Whitewater, WI 53190

University of Wisconsin- Whitewater
Whitewater, Wisconsin

Anticipated Graduation: May 2010

- Bachelor of Business Administration in Management with an emphasis in **Human Resources**
- Cumulative Grade Point Average: 3.8 out of 4.0
- Received Honors Standing from College of Business and Economics every semester thus far

Volunteer Work and Involvement

- **Society for Human Resource Management:** Member since September 2008
National Secretary 2009-2010 Academic Year
- **Nursing Home Visitation Program:** Visitor since September 2007
Visited local nursing home residents, and helped in scheduled activities to provide enjoyment to their day.
- **Phi Eta Sigma: National Freshman Honors Society:** Member September 2007 to May 2008

Human Resource Experience

Landmark Services Cooperative
Human Resource Intern

Cottage Grove, WI
June 2009 to September 2009

- Job shadowed payroll, benefits, and employee relation activities
- Created Employee Satisfaction Survey, distributed to employees, compiled results and presented to top management
- Revised payroll paperwork forms
- Maintained Employee Directory

Other Work Experience

University Fitness
Weight Room Supervisor

Whitewater, WI
2009- 2010 Academic Year

D & D Olson Farms
Family Farm Hand

Stoughton, WI
Age 7 to Present

Dean Medical Center
Supplemental Receptionist

Madison, WI and Janesville, WI
May 2007 to January 2009

Stoughton Garden Center
Seasonal Clerk

Stoughton, WI
May 2006 to September 2006

Caroline M. Pechan

◦ 761 W. Main Street, Whitewater, WI 53190
◦ 608-393-6459 (Cell) ◦ Pechancm19@uwv.edu

Education

University of Wisconsin-Whitewater

Whitewater, Wisconsin

- Bachelor of Business Administration
- Major: Human Resources Management
- Expected Graduation Date: May 2010
- Cumulative GPA: 3.62/ 4.00
- Deans List for Academic Excellence

Internship

Primex Family of Companies

Lake Geneva, WI

HR Intern

Oct. 2008 to Jan. 2009

- Planned Christmas luncheon for 150 employees
- Organized meetings and assisted with the change of third party administrators of the health benefits program
- Audited I-9 forms
- Participated in the Wellness Committee
- Prepared for Health Risk Assessments
- Updated excel spreadsheets and edited documents

Work Experience

Tommy Bartlett Show

Wisconsin Dells, WI

Ticket Seller

May 2008 – Sept. 2008

May 2009 - Sept. 2009

- Received the “Rookie of the Year” Award (2008)
- Trained new employees
- Informed and assisted tourists in buying different attractions
- Performed successfully in a fast-paced customer service environment
- Worked in the office one day a week providing phone and clerical support

Vacationland Vendors

Wisconsin Dells, WI

Arcade Attendant

May 2007 – August 2007

- Fixed and cleaned arcade games
- Dealt with complaints
- Operated a ride simulator and rock climbing wall
- Assisted with inventory checks

Knuckleheads

Wisconsin Dells, WI

Ride Operator

May 2007 – August 2007

- Articulated rides
- Responsible for ensuring safety of passengers
- Operated various rides
- Assisted in closing procedures

Activities

- Society for Human Resource Management
- 2008 Spring Leadership Conference
- Phi Eta Sigma
- Habitat for Humanity
- Nursing Home Visitation Program

Skills

- Microsoft Office: Word, Excel, Outlook and PowerPoint
- Internet
- Cash Register

Related Courses

- Human Resources Management
- Training and Development
- Employee Benefits
- Staffing
- Compensation
- Occupational Safety
- Organizational Behavior
- Business Communications

Interests

- French Art and Culture
- Packers and Badgers
- Creative Writing
- Working Out
- Animals
- Technology

MARIE PERRY

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Janesville, WI 53546
(608) 756-1247
marieperry6410@sbcglobal.net

JOB OBJECTIVE: To obtain an internship that will assist me in obtaining my degree in Human Resource Management.

OFFICE SKILLS:

- Dependable team player
- Excellent customer service
- Proficient in Access, Excel, Word, and PowerPoint
- Exercise discretion when handling confidential data
- Familiar with PeachTree
- Ability to multi-task in a fast-paced environment
- Filing, organizational skills, and data entry
- Able to assist in billing and payroll
- Self-starter

EDUCATION:

University of Wisconsin Whitewater Bachelors in Human Resources Management	Current
University of Wisconsin-Rock County Associates of Arts and Sciences	June 2009
Blackhawk Technical College Associates Degree in Administrative Assistant	May 2005

WORK EXPERIENCE:

Receptionist/Secretary Havre Day Activity Center – Havre, MT Answer incoming calls, filing, data entry, constructing company newsletter, composing memo's and company forms, processing incoming/outgoing mail, customer service, and assisting supervisor.	2005-2006
Office Assistant Veteran Services - Janesville, WI Responsibilities included data entry, faxing, photocopying, customer service and completing special projects upon request.	2003-2005
Office Assistant Rock County Service Officer - Janesville, WI Processed death certificates; performed data entry, filing, faxing, and photocopying. Provided quality customer service in a discreet, confidential manner.	2003-2004

MILITARY:

Specialist, U.S. Army Refuel helicopters, record keeping, maintenance, and provided leadership and guidance to other staff.	1988-1995
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ASSOCIATIONS:

Society for Human Resource Management, 2009

Craig R. Schroeder

Campus Address

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Whitewater, WI 53190
(563)543-8784
schroedecr17@uww.edu

Permanent Address

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Kieler, WI 53812
(608)568-3673

SUMMARY OF QUALIFICATIONS

- Experienced trainer of new employees
- Excellent computer operator, knowledge of Microsoft Word, Excel, and Power Point, Windows Movie Maker, and Photoshop
- Hard worker, able to multi-task effectively in a fast paced workplace
- Exceptional team member with great communication skills

EDUCATION

University of Wisconsin Whitewater

- Undergraduate, May 2010
- Major: Bachelor of Business Administration Degree in Human Resource Manager
- Cumulative GPA: 3.165/4.0

PROFESSIONAL EXPERIENCE

Young Auditorium, Whitewater, Wisconsin
House Manager

2006-Present

- Resolve customer service issues
- Supervise employees
- Setup for events

Cold Stone Creamery, Dubuque, Iowa
Shift Manager

2004-Present

- Resolve customer service issues
- Setup interviews
- Conduct interviews and orientations
- Supervise crew members
- Complete nightly clerical bookwork

Schroeder Lettering, Kieler, Wisconsin
Laborer

2003-2004

- Set up and tear down jobs
- Run errands for supervisor
- Produce and design billing statements and company logo

Christine Marie Swetlik

swetlikcm13@uww.edu

Permanent: 4614 Columbus Street ♦ Two Rivers, WI 54241 ♦ (920) 794-8345
Campus: 179 North Prairie Street ♦ Whitewater, WI 53190 ♦ (920) 905-3116

PERSONAL OBJECTIVE

To obtain a position with an energetic organization in order to gain experience and learn new business perspectives that will allow for a mutual continuum of growth.

EDUCATION

University of Wisconsin – Whitewater **Whitewater, WI**
Intended major: Human Resource Management
BBA, May 2010 *GPA: 3.281*

EXPERIENCE

UW-W Center for Students with Disabilities **Whitewater, WI**
Drop-in Tutor; January 2009- Present

- Assist students with homework assignments.
- Supervise and monitor computer lab.
- Interact with individuals in order to communicate academic concepts.

Piggly Wiggly Grocery Store **Two Rivers, WI**
Cashier and Stocker; August 2004 - Present

- Served customers by interacting with them to provide a great experience.
- Accountable for receiving cash and credit cards.
- Promoted the store's savings card by discussing the benefits with customers.
- Replenished and organized inventory.

Crescent Woolen Mills **Two Rivers, WI**
Laborer; Summers 2006- 2008

- Ensured the completion of products by shipping deadlines.
- Responsible for independently operating a multi-spindle spinning machine.
- Produced raw materials into the condition that is needed to use for manufacturing purposes.

ACTIVITIES

University of Wisconsin- Whitewater Society of Human Resource Management
Member; Spring 2009-Present

- Communicated current issues facing human resources.
- Toured various organizations to learn about their human resource programs.

University of Wisconsin – Whitewater Beta Alpha Psi
Member; Fall 2008 – Spring 2009

- Participate in small groups to learn team work that is needed in the work place.
- Discussed ways to improve efficiency and productivity within the accounting profession.

University of Wisconsin – Whitewater Institute of Management Accounting (IMA)
Spring 2008- Fall 2008

- Observed various companies and their business practices and procedures.
- Attended lectures to obtain an understanding of certain aspects of business.

Sarah A. Sturycz

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Phone Number: (262) 945-9726

Current Address:
125 Boone Ct.
Whitewater, WI 53190

Permanent Address:
6536 46th Avenue
Kenosha, WI 53142

EDUCATION:

University of Wisconsin-Whitewater
Current G.P.A: 3.25

Current Status: Senior
Expected Graduation Date: May 2010

- Bachelors of Business Administration Degree in Human Resource Management

WORK EXPERIENCE:

University of Wisconsin - Whitewater
University Center HR Assistant/Intern

Whitewater, WI
June 2008 - Present

- Plan, promote and implement training programs
- Develop and implement ongoing training modules
- Revise and review job descriptions
- Plan and promote special events

Prudential Southeast Realty
Administrative Assistant

Racine, WI
June 2008 - December 2008

- Provided customer service via the phone
- Scheduled showing appointments
- Updated and entered information on computer systems
- Updated show cases for homes on the market

Polo Ralph Lauren

Cashier/sales associate/greeter

Pleasant Prairie, WI
May 2007- January 2008

- Provided customer service
- Worked on cash register
- Organized vendor pick up
- Cleaned store for daily opening and closing

VOLUNTEER EXPERIENCE:

- Active member of "Circle of Friends" - a local, volunteer organization to help the homeless and those who are less fortunate, Spring 2007-Present

EXTRA CIRRICULAR ACTIVITIES:

- Member of UW-Whitewater Society for Human Resource Management (SHRM) Organization, Fall 2008-Present
- Attended Professional Development Workshops, Summer 2009, UW-Whitewater
- Participate in intramural basketball league at UW-Whitewater, Fall 2006-Present

SKILLS/ QUALIFICATIONS:

- Able to work successfully with a team as well as independently
- Demonstrate leadership capabilities through working in a business setting
- Excellent in multi-tasking, balancing school and work, and meeting deadlines

KRISTEN SMITH

smithke05@uww.edu

N6085 Center Rd. Monticello, WI 53570

(608) 214-2138

EDUCATION:

University of Wisconsin Whitewater—Whitewater, WI May 2012
Degree: Bachelor of Administration GPA: 3.645/4.0
Major: **Human Resources**
Study Abroad: Arnhem Business School, The Netherlands May, 2010

ACADEMIC HONORS:

Deans List – All Semesters
Phi Eta Sigma (National Honor Society) - Member/Treasurer
Golden Key National Honor Society – Member

SKILLS:

Basic knowledge of Spanish
Utilize communication, listening, and adaptability skills in various work and volunteering experiences
Able to work well in teams or independently

RELATED COURSEWORK:

Human Resource Management: Introduction to Human Resources
Organizational Behavior: Studied people and how and why they behave/act at work
Spring 2010: Benefits and a seminar in human resources

VOLUNTEER EXPERIENCE:

Relay for Life Participant May 2, 2009
Alpha Sigma Cancer Walk Participant May 4, 2009
Community Food Drive April 30, 2009
Kids Night February 27, 2009
-elementary kids hung out with student athletes
Hurricane Katrina Relief Trip, Mississippi January 3, 2008-January 9, 2008
-helped repair damaged homes
Big Brothers Big Sisters-Lunch Buddies October 1, 2007- January 20, 2009
-assigned a little sister to have lunch and recess with

ACTIVITIES:

Society of Human Resource Management September 2009-present
Wisconsin and Green Co Jr. Holstein Member January 1998- present
UW-W Track and Field Team October 2008-May 2009
Intramural Sports October 2007- March 2009
Lutheran Campus Ministry September 2007- May 2009
UW-W Club Volleyball Team October 2007-April 2008, October 2009- present

WORK EXPERIENCE:

Residence Life, UW-Whitewater — Janitor May 20, 2009 – August 23, 2009
Recreation Sports, UW-Whitewater— Volleyball Referee February 1, 2009–April 1, 2009
Empire Level, Mukwonago— Packer October 3, 2008-December 19, 2009
CSA Kids, Delavan— Gymnastics teacher October 1, 2007- May 15, 2008

Erica Tomaszewski

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(262)949-3516

Objective: A challenging internship position with the opportunity to gain more organizational skills and knowledge.

Skills: A solid educational grounding in Interpersonal Communication, fortified with human resources. Comprehensive working knowledge of Microsoft and Windows operating systems. Demonstrated history of working well in a group aimed towards a specific goal. Experience in training and understanding how a specific company operates.

Education: Attending University of Wisconsin Whitewater for a Bachelor in Interpersonal Communication, emphasis on Health and Wellness Communication, with a minor in Human Resource Management.
Graduation Date: December 2010

Relevant Courses Taken:

Introduction to Organizational Communication	Listening Behavior
Communication Research Methods	Conflict Resolution
Accident Prevention	Human Resource Management
Applied Health and Wellness Communication	Database and Web Design

Work Experience:

Lopez's Anchor In
2001-Present (seasonal)
Delavan, Wisconsin

-**Co-Manager** of an individual owned seasonal Mexican-American restaurant, open from February thru September every year. -Responsible for customer service, training, management, knowledge of inventory, setting up employee meetings.

Kohl's Department Store
April 2007-September 2008

-**Department Associate** of a corporately owned retail store. -Responsible for cashiering, customer service, as well as stocking and organizing an assigned area

Involvement and Activities:

Student Health Advisory Committee (SHAC) Current Secretary, Society of Human Resource Management (SHRM), Hospice Volunteer, Clothing Closet Volunteer, Swim Instructor Volunteer

References and Additional Work Experience:
Available upon request

Bryanne R Timblin

148 A Cottage St.
227 Bonnie Lane

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Kewaskum, WI 53040

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OBJECTIVE

To obtain a corporate internship in a Human Resource Management position that may eventually lead to a permanent job.

SUMMARY OF QUALIFICATIONS

I am a people person that thrives in a busy, fast paced environment. I am a great listener and communicator, very organized, efficient, and results oriented. I will lead by example and be a positive influence on my peers, professionally and socially. I take pride in being a team player while maintaining my own individuality. Also, am able to develop trusting, working rapport with clients and co-workers.

EDUCATION

Fall 2007 – Present

University of Wisconsin-Whitewater

Expected Graduation Date: Spring 2011

- Pursuing a degree in Human Resource Management

EXPERIENCE

May 2009 – Present

Scenic View Country Club, Slinger, WI

Bartender/Beverage Cart

- Handles a wide assortment of peoples requests
- Handles different customers professionally
- Open the bar and set up for the entire day
- Close the bar, clean up from the day, and prepare for the next day

January 2008 – Present

University of Wisconsin-Whitewater Alumni Center, Whitewater, WI

Phonathon Caller

- Deals with a wide variety of Alumni personalities
- Works to raise donations towards the University

June 2004 – Present

BP Amoco of Kewaskum, Kewaskum, WI

Cashier

- Assists customers with their needs and questions
- Works on achieving good customer service
- Responsible for handling money, closing and locking up entire store

INTERESTS & INVOLVMENTS

- Helping with Wheelchair Basketball as Volunteer
- Family Consumer Service (FCS) organization for one year
- Member of Society for Human Resource Management (SHRM)

OTHER SKILLS

- Proficient with Microsoft Office – All Applications
- Intermediate Spanish Language Fluency
- Can type 80-85 words a minute

Gretchen Trembl

tremblge10@uww.edu

135 S Whiton St Whitewater, WI 53190 – 715.347.0600

Objective

To secure an internship to further the development of my skills in Human Resources and to better expand my knowledge.

Education

University of Wisconsin-Whitewater

Bachelor of Business Administration

May 2011

Major: **Human Resource Management**

GPA: 3.2/4.0

Organizational skills

- A good sense of deadlines and fulfilling duties in a timely manner
- Task oriented
- Very organized work space

Communication skills

- Excellent communication with coworkers, management, and customers
- Excellent customer service skills
- Excellent written and verbal communication

Computer skills

- Knowledgeable in: Microsoft Excel, Microsoft Word, Microsoft PowerPoint

Employment experience

- Childcare 2000 – 2005
- Trig's County Market August 2005 - present
 - Bagger Aug 2005 – June 2006
 - Cashier June 2006 – present
 - Pricing July 2008 – present
 - Customer Service Desk June 2009 – present
- Small Business Development at UW-Whitewater
 - Administrative Assistant September 2009 - present

Other experience

- Participated in varsity softball and volleyball (3 years)
- High school ambassador 2005-2007
- Team captain varsity softball 2007
- Secretary for Senior Senate 2006-2007
- Attended Business World at St. Norbert College
 - June 2005, June 2006
- Attended National Youth Leaders Conference in Washington D.C. July 2006
- Volunteer note taker at UW-Whitewater for physically challenged student
 - Spring 2008 semester
 - Fall 2008 semester

Ashley M. White

Whiteam08@UWW.edu

920-210-2848

Current Address:
256 N Prince St #2
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Permanent Address:
W11929 Cty. Rd AA
Randolph, WI 53956

Objective: To obtain an internship in Human Resources.

Education: University of Wisconsin-Whitewater
Bachelors of Business Administration: Human Resource Management;
Psychology Minor
Current Status: Junior
Expected Graduation: May of 2010
Cumulative GPA: 3.4/4.0

Work Experience:

University of Wisconsin-Whitewater
Research Assistant

Whitewater, WI
Oct 2009-Dec 2009

- Conducting research for a professor revising the 5th Edition of Human Resource Development
- Research on own time while having open communication with Dr. Werner throughout the research process
- Updating the text with the most recent material for the chapters within the text, finding articles and journals relevant to HR development

Beaver Dam Community Hospital
Human Resource Dept Volunteer

Beaver Dam, WI
Dec 2008-April 2009

- Made reference checks on applicants
- Maintained benefit and applicant-tracking files
- Used HR Perspective Program to update and maintain computer-based files
- Audited Life Insurance Beneficiaries
- Researched FMLA, E-verify, and the ADA Act of 2008

YMCA of Dodge County
Lifeguard and Swim Instructor

Beaver Dam, WI
May 2006-Present

- Teach swim lessons to children: aging from 3 years old to 12 years old
- Guard in competitive pool and family adventure pool
- Communicate problems between guards and supervisors as well as with parents

Randolph Community Pool
Lifeguard and Swim Instructor

Randolph, WI
May 2008-Aug 2009

- Teach swim lessons to children: aging from 3 years old to 14 years old
- Guard outdoor swim area and diving well
- Providing service to patrons while working front desk