

Kimberly A. Aide

2020 Ontario Drive
Janesville, WI 53545
608-728-2382
Aideka08@uww.edu

OBJECTIVE: To obtain a career in the field of human resources

EDUCATION: **Graduate from University of Wisconsin-Whitewater in May 2010**
Major: Human Resource Management, BBA
Minor: Spanish
Overall GPA: 3.6/4.0

EXPERIENCE:
August 2003-
Present
Old Country Buffet
Certified Trainer/Service Assistant

- Train new managers and employees
- Assist customers one-on-one
- Provide customer service
- Maintain employee relations
- Make required customer satisfaction goals
- Cashier/Hostess
- Received Employee of the quarter, fiscal year 2007

May 2008-
December 2008
The Swiss Colony
Employment Specialist Internship

- Interviewed and recruited applicants for temporary positions
- Offered employment to chosen applicants
- Performed numerous reference and background checks
- Conducted employee orientations

ORGANIZATIONS/

ACHEIVEMENTS: Society of Human Resource Management:

- September 2007-May 2008, September 2009-Present
- Active local member and National member
- Bronze member award for Spring 2008

Social Work Student Organization: September 2006- August 2007
Deans list (5 semesters)

VOLUNTEER:
Saint John Vianney Catholic Church

- 4-H Fair food tent
- Janesville Thresheree

TECHNICAL SKILLS:
Proficient with Microsoft Office, PowerPoint, Word, and Excel; Windows XP

REFERENCES:
Available upon request

Monica Araco

Aracomm11@uww.edu
171 N Fremont St.– Whitewater, WI 53190
414.828.9868

Objective

Seeking an internship in Human Resources Management

Education

University of Wisconsin-Whitewater	Whitewater, WI
Bachelor of Business Administration	May 2010 (Anticipated)
Human Resources Management	

Communication Skills

- Demonstrated quality customer satisfaction skills in a retail environment by directly interacting with customers and meeting their needs
- Communication with upper management to meet store standards and expectations
- Communication with management and coworkers to complete projects to help increase sales
- Helped relay information about sales, signs, and coupons to customers

Customer Service Skills

- Participated in "G.R.E.A.T." Training Program
- Participated in "Give Em The Pickle" Training Program
- Provided knowledge of various departments (Misses, Juniors, Women's Accessories, and Children's) to customers with friendly and enthusiastic service

Work Responsibilities

- Handle cash and credit transactions
- Use register to look up items at other locations and for catalog referrals

Computer Skills

- Proficient in Microsoft Word, PowerPoint, and Excel
- Knowledgeable in Outlook and Dreamweaver
- Proficient on register

Problem Solving Skills

- Helped collaborate new ideas when making changes in departments
- Effectively manage time while being a full-time student and maintaining a part time job

Student Organizations

- Society for Human Resource Management (SHRM)
- UW-Whitewater SHRM Webmaster

Employment History

Customer Service Associate	JCPenney	August 2005-Present
Score Keeper	Pettit National Ice Center	May 2009-Present

Jessica Ayers
N2540 Smith Road
Lodi, WI 53555
608-206-6335
Ayersjl15@uww.edu

Objective:

To obtain a position in the field of Human Resources

Education:

University of Wisconsin-Whitewater

Whitewater, Wisconsin

Anticipated graduation: May 2010

- Bachelor of Business Administration Degree in Human Resource Management
- Cumulative Grade Point Average: 3.568 on a 4.0 scale

Employment Experience:

D&D Piggly Wiggly – Manager/ Book Keeper

Lodi, Wisconsin

March 2004 – present

- Hired as a cashier in March 2004 and was promoted to manager in 2007 and book keeper in 2009
- Manage the front-end cashiers to ensure customers get through the check-out as quick as possible
- Get cashiers change for their tills when needed from the store's safe
- Run the customer service desk by taking care of any problems customers may have with their purchases
- Assign tasks to cashiers to ensure they are staying on task
- Reconcile daily cashier activities and make bank deposit

Diesel Injection Service- Clerical/ Accounting Temp

Windsor, Wisconsin

May 2009 – August 2009

- Audit company's file of customer tax exemption forms
- Contact customers to receive updated tax exemption form

University of Wisconsin- Whitewater Health Center- Clerical Assistant

Whitewater, Wisconsin

September 2006 – May 2008

- Assisted the Business Manager with paper filing
- Audited patients medical codes to ensure the proper information was in the PyraMed system

Co-Curricular Activities and Honors:

- Dean's List – four semesters
- Society for Human Resource Management – new member Spring 2009
- Assisted the Town of Burke with the 2009 election

**References available upon request*

Robyn L. Berth

227 South Whiton Street Whitewater, WI 53190 920-737-3628 (Cell) BerthRL08@uww.edu

OBJECTIVE

Seeking an internship position as a Human Resources Intern where I can utilize my education, communication and leadership skills and gain on-the-job experience.

EDUCATION

University of Wisconsin-Whitewater

Bachelor of Business Administration

Graduation Date: December 2010

Major: Human Resource Management

Minor: Spanish

Overall GPA: 3.35/4.0

WORK EXPERIENCE

Student Manager for Recreation Center

UW-Whitewater University Center

Whitewater, WI

January 2008-Present

- *Organize and conduct interview process and train new employees*
- *Document student employee's performance each week to later discuss in performance evaluations*
- *Responsible for planning semester schedules for ten student employees and three student managers*
- *Prepare weekly newsletters for employees explaining new updates and useful information*
- *Perform customer service and cash handling skills*

General Laborer

Paper Converting Machine Company

Green Bay, WI

April 2007-March 2008

- *Updated facility with the OSHA standards and regulations to comply with OSHA laws*
- *Entered product inventory in new computer system*
- *Cleaned and painted facility to abide by company policies*

LEADERSHIP

Society for Human Resource Management

Chapter President

May 2009-Present

- *Responsible for coordination and appropriate running of the organization*
- *Oversee all of the executive board and committees*
- *Attended and participated at the National SHRM Conference in New Orleans in Summer 2009*

Dean's Advisory Council

Vice President

January 2008-May 2009

- *Participated in discussions with other students and Dean about issues within the College of Business*
- *Met with AACSB Accreditation Team and College of Business Advisory Board*
- *Helped select candidates for the DAC Scholarship and Hermsen Teaching Award*

AWARDS AND ACTIVITIES

- Member of the UW-Whitewater Warhawk Ambassador program
- Serve as a committee member for the Association of Colleges Unions International
- Studied Spanish in Spain for five weeks in Summer 2009
- Received three scholarships throughout my college career

Lisa Dudash

Campus Address

134 W. Center St. Apt. 22
Whitewater, WI 53190
(262) 483-9133 (cell/main)
dudashln19@uwv.edu

Permanent Address

3029 Green Bay Road
Port Washington, WI 53074
(262) 284-5239

Objective

To obtain an internship in Human Resource Management

Education

University of Wisconsin- Whitewater
Major: **Human Resource Management**
Cumulative GPA: 3.256 on a 4.0 scale
Dean's List 2 Semesters

Anticipated graduation: *May 2010*

Work Experience

Wisconsin Innovation Service Center
Product & Market Researcher

May 2008-Present

- Research trends, industry information, market size, and competition relating to client
- Identify and analyze product and industry trends
- Cold calling to competitors, industry leaders, and associations

Franklin City Hall
Tax Clerk

December 2006-Present (Winter Breaks)

- Help City Treasurer and residents or property owners process state property tax payments

UW-Whitewater New Student Programs

Peer Mentor

May 2007- December 2007

- Mentor of 25 freshmen during their first semester of college and planned weekly activities
- Attended a weekly New Student Seminar class with freshmen to help in any way
- Attended monthly training with 90 other peer mentors in the program

Activities and Organizations

Habitat for Humanity

September 2006-Present

- Executive Board Member-Fundraising (Co-chair) *May 2008-May 2009*
- Executive Board Member- Special Events(Co-chair) *May 2007-May 2008*
- Assisted on three Spring Break trips to the Gulf Coast to aid in devastation *March 2007 and 2008*

Society for Human Resource Management

September 2008-Present

- Active in attending speaker meetings and various events

Intramurals

September 2006-Present

- Participated in volleyball, basketball, and softball intramurals every semester

Phi Eta Sigma

September 2007-May 2008

- Obtained over a 3.5 GPA to be inducted in National Honor Society for college freshmen

Relay for Life

- Volunteered for Relay for Life in Port Washington for the past six years doing children's games and also participated on a team for three years

SAMANTHA GEHM

1932 Pleasant View Dr. Stoughton, WI 53589

Phone: 608-577-3166

Email: gehmsj05@uww.edu

Education

- University of Wisconsin Whitewater
Enrolled Full-Time, majoring in
Human Resource Management
Sept. 2006-present
Expected graduation May 2010
- Stoughton Senior High School
Diploma- 2006

Related Coursework

- Human Resource Management
- Labor Relations
- Employee Benefits
- Compensation
- Training and Development
- Labor Law
- Business Finance
- Business Communication
- Organizational Behavior
- Accounting (Introductory, Cost Accounting and Intermediate)
- Business and Commercial Law
- Operations Management
- Economics Business Statistics
- Marketing

Work Experience

- Associated Bank
Teller, August 22, 2005-Present
 - Handle large currency transactions
 - Verify large currency shipments
 - Balance Vault and Coin Machine
 - Help to train new employees
 - Create short-term Referral and Incentive programs
 - Customer Service
 - Knowledge of Governmental Monetary Regulations
 - Cross-sell products and services
 - Order checks and supplies
- UW- Whitewater Center for Students with Disabilities Tutor, August 2009 -Present
 - Working one on one with students
 - Tutoring subjects such as speech and math

Amy Marie Hansen

2223 North Concord Drive
Janesville, Wisconsin 53545
(608) 754-6847
hansenam21@uww.edu

CAREER OBJECTIVE:

Entry level Human Resources position.

EDUCATION:

University of Wisconsin Whitewater
800 West Main Street
Whitewater, WI 53190-1790
Anticipated completion of Bachelors Degree May 2011

University of Wisconsin Rock County
2909 Kellogg Ave.
Janesville, Wisconsin 53546
Associates Degree completed May 2009

Joseph A. Craig High School
401 S. Randall Ave.
Janesville, Wisconsin 53545
Graduation June of 2007

SKILLS:

Microsoft Office Specialist in Word 2003
Experienced in MS PowerPoint, MS Excel, WordPerfect
Works well with others
Easily Motivated
Positive Attitude
Well organized
Punctual

WORK EXPERIENCE:

October 2004 – Present Mac's Pizza Shack
2307 Milton Ave.
Janesville, Wisconsin 53545
Bill McMullin, Owner, (608) 756-4191

Job Title: Shift Manager

Responsibilities: Managing the staff, making sure all orders are fulfilled, counting money and making deposits at the end of the night.

ACTIVITIES:

Society of Human Resources Management (SHRM)
Organizations Editor for the Phoenix Yearbook
Teaching Vacation Bible School at St. Paul's Lutheran Church & School
Janesville Schools Outdoor Lab Guide

ACHIEVEMENTS:

Dean's List
Academic Achievement
Student of the Week

REFERENCES: Available upon request

Elizabeth A. Hornak

hornakea25@uww.edu

Present Address

430 Fricker Hall
1022 West Starin Road
Whitewater, WI 53190
(262) 894-3606

Permanent Address

16800 West Beloit Road
New Berlin, WI 53151

Professional

To work gain knowledge and experience in a Human Resources field.

Objective

Education

University of Wisconsin-Whitewater, Whitewater, WI
Bachelor of Business Administration (to be awarded December 2010)

Major: Human Resources Management
Grade point average of 3.450 on a 4.0 scale

Diploma: Pius XI High School, Milwaukee, WI, Spring 2007

Experience

12/06-Present

Samples Associate to Sales
InPro Corporation, Muskego, WI
Fulfill Sample Orders, Communicates with Sales Representatives on a daily basis

1/07-11/07

Salon Customer Service Specialist
JC Penney, Brookfield, WI
Answered phones, Set-up appointments, sold products, greeted customers

6/04-8/07

Office Assistant
Nolan Accounting Center, Greenfield, WI
Filing, Mailing Client Material, Updating Databases

Related

10/09

Volunteer
Society for Human Resources Management State Conference,
Wisconsin Dells, WI

10/09

Volunteer
Jefferson County Human Resources Management Association
Morning Conference, Jefferson, WI

Ashley M. Huff

301 Coach House Drive
Madison WI, 53714

Huffam06@uww.edu
608-445-3956

Objective

To use my supervisory experience, organizational and communication skills to help an organization reach their HR goals.

Education

University of Wisconsin-Whitewater
Whitewater, WI

Anticipated graduation: May 2010

- Bachelor of Business Administration; degree in Human Resource Management, minor in Occupational Safety
 - Major GPA: 3.6 on a 4.0 scale

Early Work Experience

Started working at age 14, and advanced in series of retail and food service roles at firms such as Maple Bluff Country Club, Woodman's, KFC, Pizza Hut, and A & W.

Professional Work Experience

- Adecco Staffing Agency , Madison WI May 2008- August 2008
Human Resource Intern
 - Provided full-spectrum support for temporary employment agency.
 - Rapidly mastered and served as designated drug screen tester
 - Prescreened up to 10 applicants a day to fast-track processing of new hires
 - Became adept at cold-calling through demo project assignment, successfully recruited nearly 25% of 300 applicants called in less than two weeks
- Cub Foods, Madison WI July 2007-2009
Grocery Store Front End Supervisor
 - Use managerial skills to ensure smooth operation of customer service desk and check outs.
 - Answer and direct up to 50 calls a day from Managers, customers, and vendors
 - In charge of making safe drops of sums of money up to \$20,000
 - Manage breaks and employees
- Cashier May 2006-July 2007
 - Rapidly completed training process; began cashiering alone on first day of work.
 - Assist customers to ensure a smooth check out process

University Involvement

- Society for Human Resource Management; Student Chapter Joined: September 2007
 - Vice President January 2009- Current
 - National Secretary September 2008- December 2008
- SHRM related events
 - Annual conference; New Orleans LA - June 2009
 - HR Games; Madison WI - February 2009
 - State Conferences; Green Bay WI October 2008, Wisconsin Dells WI October 2009

Ryan G. Jadin

Human Resource Intern

1159 Bloomingfield Dr. Apt 3· Whitewater, Wisconsin 53190

(920) 562-4941 · Jadinrg04@uww.edu

EDUCATION:

Bachelor of Business in Human Resources Management

University of Wisconsin-Whitewater, Whitewater, WI

GPA: 3.05/4.0

· Financed 100% of education through part-time employment and students loans

EMPLOYMENT HISTORY:

Cowley's Piggly Wiggly

Milton, Wisconsin

Night Manager/Produce Clerk

June 2009- Present

Supervise up to four night stockers; assisted in unloading pallets and putting away food products; open and close store; stock produce

Olsen's Piggly Wiggly

Green Bay, Wisconsin

Produce Clerk

April 2005- Jan. 2009

Aided in stocking produce; unloaded pallets of produce, open and closed produce department; managed up to three other produce employees

Wal-Mart

Janesville, Wisconsin

Over-the-Counter Associate

Jan. 2008- June 2008

Performed inventory, stocked over-the-counter products

Tilmany Papers

Depere, Wisconsin

Salvage Helper

Summer of 2008

Assisted salvage rewinder operators in making paper role changes; retrieved rolls of paper, transported finished rolls to be packaged; cut role cores to specific length

ACTIVITIES/ORGANIZATIONS:

Future Business Leaders of America

2007 to present

· Participated in 2008 & 2009 Midwest Leadership Conference

Students for Human Resource Management

2008 to present

· DAC representative 08-09; sliver status (very active) member

· Volunteer for SHRM Games

2008

HONORS:

Deans List

Spring Semester 2007

1st place in help desk simulation at FBLA State Conference

Spring 2008

National Scholars Honor Society

2008 to present

COMPUTER SKILLS:

Microsoft Word, Excel, PowerPoint, Access, several e-mail formats, and Mac formats

Hailee King
2311 Manley Dr.
Sun Prairie, WI 53590
(608) 630-4362
kinghm05@uww.edu

Objective:

Hardworking, self-motivating young woman with a strong track record in customer service seeking a job in the business field

Education:

University of Wisconsin-Whitewater *September 2007-Present*

- Bachelor of Human Resources
- Anticipated Graduation Date: May 2009

Carroll College *September 2005-2007*

- Bachelor of Science with emphasis in Pre-Dentistry

Work Experience:

Department of Administration *Madison, WI* *July 2009-Aug 2009*

- TOPJobs Intern
 - Assisted in coordinating TOPJobs luncheon
 - Conducted item analysis on all WI Personnel Partners exams
 - Logged exam stats for months of May-August
 - Analyzed fiscal year 09 projection for exams and progressive overview for exam services
 - Created spreadsheets for exam center statistics and surveys
 - Assisted with research and writing for the workforce toolkit
 - Recorded meeting minutes
 - Researched for newly added wellness website and Employee Assistance Program
 - provided links, recipes and layout design
 - participated in the web design

Premier Bank *Fort Atkinson, WI* *May 2008- Present*

- Teller/Personal Banker
 - Customer Service
 - open/close accounts
 - Balance Vault
 - Open and close at multiple branches

Education:

University of Wisconsin – Whitewater- Whitewater, WI 2007- Present
Human Resource Management Major, Finance Major
Grade Point Average: 3.57/4.00
Projected Graduation Date: May 2011

Knowledge/Skills:

- Microsoft Word, Excel, Power Point, Outlook, Access knowledge
- Internet/email knowledge
- Small group leadership skills
- Organization skills
- Time Management skills

Work Experience:

State Bank of Newburg- Newburg, WI May 2009- Present
Junior Loan Officer

- Build loans into the computer system
- Perform loan maintenance.
- Call Insurance companies for proof of insurance on collateral.

UW- Whitewater Alumni Center- Whitewater, WI Feb. 2008- Present
Phonathon Caller

- Call Alumni to solicit monetary donations.
- Update alumni record database.

Eutectic Corporation- Menomonee Falls, WI Dec. 2006- Jan. 2009
Shipping Department/ Pack Line

- Printed, pulled, picked orders, and prepared the bills for shipping.
- Filled clam-type containers and ran through machine to seal edges.

West Bend Mutual- West Bend, WI July 2004- Sept. 2006
Legal File Prep/IT Tech III

- Reviewed, cleaned, and prepared files to be scanned onto the computer.
- Scanned legal files into the computer.

Awards/Activities:

- Dean's List Fall 2007, 2008, Spring 2008, 2009
- Society for Human Resource Management 2009- Present
- Habitat For Humanity Executive Board- Secretary 2008- Present
- Habitat For Humanity 2007- Present
- U LEAD Fall 2007
- Program for incoming Freshmen to get to know the Campus and leadership opportunities before classes start

References available upon request

Michelle C. Kuhagen

Cambridge Apartments
375 N. Harmony Lane #225
Whitewater, WI 53190
414-750-8086 (Cell)
Kuhagenmc20@uww.edu

Objective

A position as a Human Resources representative with the goal of increasing employee performance through first-rate customer service and increasing skill levels.

Education

University of Wisconsin-Whitewater, Whitewater WI
Bachelor of Business Administration (BBA), candidate for May 2010
Major: Human Resource Management Minor: Coaching
Cumulative Grade Point Average: 3.17 on a 4.0 scale
Dean's List Fall of 2008, Spring of 2009

Employment

Stein Garden and Gift Center-Cashier

Milwaukee, Wisconsin

March 2005-June 2006

- Maintain plant growth, specialized in indoor and outdoor equipment, cash handling skills

Greenfield Parks and Recreation Department-Sports Instructor/Secretarial work

Greenfield, Wisconsin

June 2005-present

- Instruct basketball and tennis practices, head coach of tennis league, organizes and runs sport tournaments, secretarial work, organizes schedules
- 2008 Youth Sports Coach of the Year

Kohl's Department Store-Sales Associate

Greendale, Wisconsin

October 2006-present

- Train new employees, sales representative, customer service representative, department associate

Peer Mentor-Mentor

Whitewater, Wisconsin

May 2008-present

- Mentor, advise and guide a group of freshmen to campus

Skills

- Works well with others, a team player with strong leadership skills
- Familiar with Microsoft Word, Excel, Power Point, and Adobe

Extracurricular Activities

- Varsity Women's Tennis Team September 2006-May 2007
- Warhawk Welcome Crew September 2006
- Club Tennis Team September 2007-May 2008
- Intramural Sports November 2007-present
- Member of Society of Human Resource Management September 2008-present