**Anna L. Gerstenberg** annagerstenberg@temple.edu

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

***Bachelor of Business Administration, Graduation: May 2015***

***Major: Human Resource Management***

GPA: 3.39

*Selected Courses:*

Leading People at Work Business Communications

Business Calculus Intro to HR

Business Law Leadership & Organization Management

ACTIVITIES: Member, Society for Human Resource Management 2013-Present

Volunteer, Garnet Valley Cheerleading 2013-Presnt

Member, Encore Elite Cheerleading 2012-2013

EXPERIENCE:

UNIQUE INDUSTRIES, PHILADELPHIA, PA November 2013 – Present

**HR Intern**

* Assist in daily HR activities at the corporate office for one of the largest party supply manufacturer and distributor in the world.
* Compile and organize all paperwork for new hires, current employees, and terminated employees ensuring that all files are kept up to date while also archiving previous files.
* Assist in payroll functions for all three of Unique’s locations including editing time cards in an online database, communicating with employees about available paid time off, and distributing weekly paychecks.
* Create monthly bulletins for the company including the “HR Tip of the Month” which helps communicate useful information to all employees.

RUBY’S DINER, Glen Mills, PA April 2012 - Present

**Server**

* Provide customer service for a 1950’s theme, family-oriented restaurant seating 172 people including American cuisine.
* Educate costumers on menu items while answering any questions they may have in a 6 table section with a quick turnover serving over 30 tables per shift.
* Handled all monetary transactions averaging $700 a day.

APRICOT LANE BOUTIQUE, GLEN MILLS, PA April 2011-August 2012

**Assistant Manager**

* Responsible for opening and closing the boutique and handling daily monetary transactions averaging $2,000 a day.
* Actively engaged with customers assisting them with purchases and returns and provided a friendly atmosphere with exceptional customer service.
* Checked-in and appropriately priced all new merchandise on a weekly basis.
* Administered and trained new employees on opening and closing procedures, computer software, merchandise pricing, and merchandise check-in.
* Promoted from sales associate to assistant manager within 6 months.

MAPLEZONE, Boothwyn, PA April 2008 - November 2010

**Facilities Manager**

* Supervised daily operations for a sports complex that included services ranging from fields, batting cages, sports lessons, and a fitness center; ensured all appointments were scheduled properly and maintained all machinery and equipment.
* Reconciled deposits up to $2,000 and handled opening and closing procedures the business.
* Started as a cashier for the outside golf course, promoted to inside front desk and facilities manager within 4 months.

SKILLS & LANGUAGES:

* Microsoft Office and QuickBooks
* Stromberg: Time and Attendance Workforce Management Solutions
* Certified in First Aid and CPR, January 2010-January 2012