

Allison A. Poremba

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EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Expected Graduation: May 2015
Major: Human Resource Management
GPA: 3.05 Major GPA: 3.42

ACTIVITIES & AWARDS:

- Society for Human Resource Management, September 2013 – present
Treasurer, August 2014 – present
- Fox School of Business Mentorship Program, August 2013 – May 2014
- Delta Zeta Sorority, Delta Tau Chapter, September 2011 – present
Vice President of New Member Education, January 2014 – December 2014
Ritual Chair, March 2013 – January 2014
Head of Formal Recruitment Committee – Fall 2013
Formal Recruitment Committee Member – Fall 2012

EXPERIENCE:

KOVATCH ORGANIZATION, Nesquehoning, PA

Human Resources Intern

May 2014 – August 2014

- Assisted the Human Resources department of a specialty truck and vehicle manufacturer by managing the payroll and vacation time for 900+ employees.
- Reformatted and updated various job descriptions and social media posts for manufacturing and professional positions.
- Performed administrative tasks including filing new hire paperwork, managed current and terminated employee files, and organized incoming and existing applications.

NOBILIS, Bethlehem, PA

Intern

May 2013 – August 2013

- Provided assistance to the President of all United States showrooms by completing sales analysis, price increase proposals, and various other projects.
- Prepared and designed a credit card authorization form to be used as a new payment system.
- Demonstrated frequent use of computer shipping programs and data entry systems each shift.

ANNIE'S ICE CREAM, Jim Thorpe, PA

Assistant Manager

March 2007 – May 2013

- Supervised day-to-day operations for seasonal frozen desert concession serving more than 400 customers per day.
- Reconciled daily deposits, conducted inventory and supply ordering through two wholesale companies, and supervised the daily opening and closing of the business.
- Assembled monthly schedules for 15 employees, maintained a record of employee hours, and trained all new employees on procedures and guidelines seasonally.

SKILLS:

- Proficient in Microsoft Word, Excel, PowerPoint, and Outlook