

**OBJECTIVE:** To obtain an entry-level position in Human Resources. Areas of interest include: Training, Organizational Development and Recruitment/Selection.

**EDUCATION:**

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
**Bachelor of Business Administration, Graduation: May 2015**  
**Major: Human Resource Management**

**ACTIVITIES:**

- Volunteer Dance Teacher, Progressive Center for Dance, October 2004 –June 2006
- Participate at Susan G. Komen Race for the Cure, May 2005- May 2012
- Alumni of the Philadelphia Youth Network July-2005 July-2008

**EXPERIENCE:**

OLD NAVY, Wynnewood, PA

November 2010-Present

**Sales Associate, Retail Sales**

- Receive payment by cash, check, credit cards, vouchers, or automatic debits. Issue receipts, refunds, credits, or change due to customers.
- Greet Customers and help assist with selecting merchandise.
- Stock shelves, and mark prices on shelves and items.
- Helped train oncoming new staff.

MORGAN, LEWIS, & BOCKIUS, LLP Philadelphia, PA

July 2007-March 2009

**Human Resource Assistant, HRIS**

- Updated, created and maintained legal personnel files, data entry, heavy filing & organizing.
- Entered and updated employee's information in Lawson Information System.
- Created profiles for Partners and Of Counsel Nominees.
- Created excel spreadsheets & expense reports.

LORD & TAYLOR, Bala Cynwyd, PA

August 2006–July 2007

**Sales Associate, Retail Sales**

- Meet and greet customers, and helped customers with selecting merchandise.
- Sell Lord & Taylor credit card.
- Responsible for cash register operation, sales/monetary transactions, followed opening and closing procedures.
- Make well known customers into Clients

AQUA AMERICA, Bryn Mawr, PA

July 2006-August 2006

**Summer Intern, Human Resource Department**

- Communicated with management to schedule DOT physicals and drug test for CDL drivers.
- Audited iVantage HRIS System.
- Transferred data through Avenue database and excel.

LINCOLN FINANCIAL DISTRIBUTERS, Philadelphia, PA

July 2005-August 2005

**Summer Intern**

- Researched and updated data through Avenue database and excel.
- Ordered supplies for sales representatives.

CATHEDRAL OF PRAISE COMMUNITY CHURCH, Philadelphia, PA

July 2002/3-August 2002/3

**Camp Counselor**

- Assist Head camp counselor with daily activities.
- Helped prepare children for lunchtime, trips, games and activities

**SKILLS:**

- Microsoft Word, PowerPoint, Outlook, Excel, Access, Lawson, & Lotus Notes