

Romer Acosta

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EDUCATION

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: May 2016

Major: Human Resources Management; **Minor:** Management Information Systems

GPA: 3.07

SCHOLARSHIPS: W.W. Smith Charitable Trust Scholarship and Last Dollar Scholarship Recipient

PROFESSIONAL EXPERIENCE

Fox School of Business and Management, Philadelphia, PA

August 2015 – Present

Student Ambassador, Temple University

- Assist in running professional and open house events.
- Host question panels for audiences of 250+ parents and students about the student life at Temple University.
- Update Facebook, Twitter, and Instagram with current and relevant information for students to utilize.
- Give groups of 10 or more prospective business students' tours of the fox school of business and an overview on the facilities, academics, technology, and professional opportunities.

DEPARTMENT OF TRANSPORTATION, Washington D.C.

June 2015 – August 2015

Human Resources Assistant Intern, Federal Transit Administration

- Review personnel requests to determine the nature of staffing action and source of candidates.
- Enter personnel action data into work tracking systems; Federal Personnel Payroll Systems (FPPS) and Workforce Transformation Tracking System (WTTS).
- Assist with rating applications for external placement in positions covered by qualification standards in a wide variety of clerical and technical occupations.
- Assist in determining the eligibility of candidates and making sure minimum qualifications are met.
- Evaluate applications for job-related criteria, experience, training, and performance in relation to required job skills, knowledge, and abilities according to local merit promotion plans or external recruitment plans.
- Assist in answering 3-5 phone calls per day to provide customer service to applicants that are checking their application status and that have questions about applying for federal jobs.

RUSSELL CONWELL LEARNING CENTER, Philadelphia, PA

August 2013 – May 2015

Academic Coach and Tutor

- Assist in training 45 new coaches in using Google Calendar to schedule meetings with their students, writing summary notes, conducting meetings, and handling their mentees.
- Develop the study habits of 14 college freshman, address their general academic needs, improve their test-taking and time management skills, and help them develop suitable academic and career goals.
- Conduct 24 meetings on a monthly basis to check on the student progress and record case notes for each meeting.
- Deliver monthly PowerPoint presentation on topics of leadership, help seeking, student resources, and note taking to help students excel academically.
- Serve as a member of the administrative team which is in charge of filing, reviewing meetings summary, and supervising new academic coaches.
- Monitor student's study hall hours and maintain a study friendly environment while providing tutoring services for Business Statistics and Spanish.

RUSSELL CONWELL LEARNING CENTER, Philadelphia, PA

Summer 2013 and Summer 2014

Classroom Assistant

- Assist the instructor in maintaining an organized classroom atmosphere and teach a 30-minute recitation class of 30 college students.
- Collaborate with instructor in grading students' assignments, creating lesson plans for daily recitations, and offered individual tutoring.
- Prepare and delivered informative PowerPoint presentations about Diversity, Note-Taking strategies, Time Management, and College Culture for over 30 students using Microsoft PowerPoint.

LEADERSHIP AND HONORS

- **Advertising Chair**, Esencia Latina Dance Group
- **IT Director**, Society for Human Resource Management (SHRM)

August 2015 – Present

January 2015 – Present

SKILLS & LANGUAGES

- **Technical skills:** Microsoft Word, PowerPoint, Excel, Prezi, WordPress, SAP Training, SQL, SharePoint, FPPS, WTTS, JustInMind
- **Language:** Fluent in Spanish—Oral and Written
- **Certified:** Lifesaver Certification Program at Temple University Wellness Resource Center
- **Certificate:** Temple Student Leadership Challenge