

HUMAN RESOURCES ADMINISTRATIVE ASSISTANT/EXECUTIVE ASSISTANT

Career Focus

Ambitious professional driven to launch a career in the communications and customer service fields. Brings valuable experience from internships in public relations and one year of fast paced experience in Human Resources. Hard-working, entry-level job seeker looking to apply my education and experience. Very familiar with the EBSCO Host research database.

Core Qualifications

Mac and PC; Microsoft Office (Excel, PowerPoint, Word); WordPress; Hootsuite; Google Docs; Twitter; Facebook Management; Google alerts; Trappit; Photoshop (Novice); HRIS databases

Research Databases:

Human Resources Information System Databases: Ceridian and Kronos, Cision, Ebsco Host

Accomplishments

Dean's List All Semesters

Westfield State University Honors Program 01/2011-05/2014

Phi Kappa Phi Honors Society 03/2013-Present

Dan Doyle Memorial Scholarship 06/2013-5/2014

Outstanding Classroom Citizenship Award 5/2014

Academic Excellence Award 5/2014

Work Experience

Human Resources Administrative Assistant/Executive Assistant

October 2014 to September 2015 Company Name 1/4 City , State

- Manage multiple schedules Assist entire department with any and all needs
- Strong organizational skills/ability to multi task
- Work in fast paced work environment
- Ability to troubleshoot
- High volume of interaction with accounting
- Coordinating travel arrangements
- Experience with confidential and sensitive information, employee relations
- Ensuring compliance with labor law posters
- Track Employee Anniversaries Strong Customer
- Service skills Member of Winn Event Planning Committee
- Working knowledge of Learning Management System and training
- Facilitate WinnStart process

Street Team Member

May 2014 to September 2015 Company Name 1/4 City , State

- Responsible for set up, execution, and breakdown of station appearances
- Represented the station in a positive manner
- Maintained station vehicle and prize inventory Interact with clients at sales appearances
- Upheld appropriate station image at all events (brand ambassador)
- Communicated with Promotion Coordinator before and after events.

Manager

May 2007 to September 2015 Company Name 1/4 City , State

- Promoted 4 times within 4 years of employment due to leadership abilities and work ethic.
- Mentored/trained new members of staff in both event planning and cleaning.
- Assisted with event coordination and troubleshoot problems while maintaining strong customer service focus.

Communications Intern

January 2014 to May 2014 Company Name 1/4 City , State

- Assisted in the planning and execution of reunions and Alumni Mentor Networking Night events
- Contacted venues/used resourcefulness to work within means to decorate events, plan activities

- Conducted research to improve alumni website and magazine
- Generated ideas/conducted research to improve alumni website/increase student attendance for events
- Created methods to reach out to alumni to encourage contributions and involvement in University.

Public Relations Intern

June 2013 to August 2013 Company Name i¼ City , State

- Wrote press releases promoting upcoming events for clients
- Composed/published 2 blogs weekly about public relations tips and current events for website
- Worked to keep 3 clients' websites, Facebook, and Twitter accounts up to date Made pitch calls to magazines for clients' to promote upcoming events
- Managed a Virginia political news blog, website, and social media pages for the public
- Set up Google alerts/Trapit to track and monitor information
- Attended rallies for United Mine Workers of America
- Coordinated and performed social media tasks for clients events
- Experienced and used effective communication strategies.

Education and Training

Bachelor of Arts : Communication Public Corporate Communication Political Science , May 2014 Westfield State University i¼ City , State GPA:

GPA: 3.877/4.00 Communication Public Corporate Communication Political Science GPA: 3.877/4.00

The Washington Center: Internships and Academic Seminars; Washington DC 05/2012-08/2013 Media and Communications Program Course work: Mass Media and National Politics Contributed to a civic engagement project advocating for veterans and assisting in reintegration Partook in courses for career development and professionalism

Interests

Member: Westfield State Track and Field

09/2010-05/2014

Team Red White and Blue

Summer 2013

Volunteer: Westfield Boys and Girls Club

Spring 2011-2012 McDowell Mission trip

July 2013

Campus Activities Board: Event Promotions

09/2013-05/2014

Hall Council

09/2013-05/2014

Student Government Association

10/2013-04/2014

Hall Council

01/2014-03/2014

Assisted in hiring decision process for 2 new professors in Communication Department

April 2014

Additional Information

- Westfield State Track and Field Member 09/2010-05/2014
- Team Red White and Blue: Veteran Services Summer 2013
- Volunteer: Westfield Boys and Girls Club Spring 2011-2012
- McDowell Mission Trip July 2013
- Campus Activities Board 09/2013-05/2014
- Street Teamr Event Promotions 09/2013-05/2014
- Hall Council 09/2013-05/2014

- Student Government Association 01/1014-03/2014
- Assisted in hiring decision process for 2 new professors in Communication Department

Skills

Excel, Microsoft Office, customer service, database skills, event coordination, fast paced, focused, HRIS, human resources, social media management, leadership skills, networking, strong organizational skills, press releases, promotion, public relations, research, manage schedules and travel arrangements, troubleshoot, website, websites, editing