

Full Name

City, State | 321-555-5555 | FIT email | LinkedIn URL

OBJECTIVE

Highly motivated and professional Human Resources Management student seeking work experience with a dynamic organization that will enrich my natural management abilities and build on classroom knowledge. Eager for hands-on experience in the areas of recruiting and talent management.

EDUCATION

Florida Institute of Technology, Melbourne, FL

Bachelor of Science in Human Resources Management | Psychology Minor

May 2023

- Relevant Courses: Strategic Management, Selection and Placement, Training and Development, Organizational Behavior & Development
- Sigma Beta Delta Honor Society
- Dean's List (consecutive semesters)
- GPA: 3.7

KEY SKILLSETS

MANAGEMENT

- Supervise the county chapter for Society of Human Resource Management (SHRM) executive board to ensure adherence of national and chapter policies
- Update and revise SHRM constitution and bylaws as needed at the end of each fiscal year
- Prepare monthly data reports using Excel that reflect chapter website traffic, member count, and budget

RECRUITING

- Recruited 12 new members of Alpha Kappa Psi (Professional Business Fraternity) during Spring 2020 through on-campus tabling events
- Interview 20+ Alpha Kappa Psi applicants each semester
- Conduct follow-up phone calls on behalf of Alpha Kappa Psi to applicants to deliver news of acceptance or rejection
- Collaborated with YMCA Programs Director on public engagement strategies that lead to a 15% increase in membership in one quarter

TRAINING & DEVELOPMENT

- Trained 120 student members in Alpha Kappa Psi mission, goals, bylaws, and expectations
- Lead yearly transition meetings to train incoming SHRM executive board members on policies, procedures, and bylaws
- Prepare PowerPoint presentations for bi-monthly workshops and events on behalf of SHRM guest speakers

EXPERIENCE

President | Society of Human Resource Management (Student Chapter)

Aug 2020 – Present

Recruitment Chair | Alpha Kappa Psi Professional Business Fraternity

May 2020 – Present

Outreach Volunteer | YMCA of Central Florida

Oct 2019 – July 2020

OTHER SKILLS

HRIS data entry, MS Office including Teams, Zoom, Emotional Intelligence, Diversity Competence