

Im A. Spartan
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OBJECTIVE: Emerging HR professional with 1 year of HR experience seeking an HR internship

EDUCATION

B.S. in Business Administration, Human Resource Management

05/20XX

San Jose State University, San Jose, CA

GPA: 3.7

Dean's Scholar, Fall 20XX- Spring 20XX

RELATED COURSEWORK: Fundamentals of Human Resource Management, Workforce Planning, Staffing & Training, Legal Issues in Human Resource Management, Compensation and Reward Systems

PROJECTS

Compensation Programs in Action, SJSU

Spring 20XX

- Assisted HR manager of 2,000-employee business unit in review of new-hire job offers
- Consulted salary databases and hiring trends to form recommendations on future new-hire job offers
- Received top grade; recommendations for new-hire compensation were accepted by company

Management of Diversity Project, SJSU

Fall 20XX

- Produced creative solutions for a hypothetical diversity case with a court-room style setting
- Utilized interactive audience involvement, current employment law information, and a dynamic presentation platform [Prezi]

Business Case Presentation, SJSU

Fall 20XX

- Collaborated in a team of five that read, analyzed, and presented findings for a strategic planning case to a class of students using Microsoft PowerPoint
- Presented strategic planning case to other class sections upon request of professor

RELATED EXPERIENCE

Human Resources Intern, Saratoga Arts Center, Saratoga, CA

05/20XX-08/20XX

- Maintained an accurate and thorough volunteer database in Microsoft Excel which contained contact information and work hours of over 500 volunteers
- Coordinated volunteer schedules and planned bimonthly volunteer meetings
- Filed timesheets, healthcare forms, and various tax forms for 53 current employees

Peer Leader, SJSU College of Business Student Success Center, San Jose, CA

09/20XX –05/20XX

- Provided individual and group tutoring to an average of 10 SJSU students per week
- Taught students effective study skills and learning strategies to increase their GPAs
- Utilized strong oral and written communication skills to deliver information about the program to peers and faculty through live marketing presentations

ACTIVITIES

Operations Director, Latino Business Student Association (LBSA), SJSU

08/20XX-Present

Member, Society of Human Resource Management (SHRM), SJSU

01/20XX-Present