

Combination Resume for students with limited experience

Susie Smith

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OBJECTIVE To obtain a full time entry level Human Resources position

EDUCATION University of Central Florida
Bachelor of Science in Business Administration-Human Resources
Minor: Non Profit Management
GPA: 3.5

Orlando, FL
May XX

HONORS UCF Deans List (3 semesters) Florida Bright Futures Medallion Scholar

PROJECTS

UCF Cornerstone Project

Spring XX

- Served as team leader for a team of 4
- Defined goals in conjunction with team members and set timelines to ensure project productivity
- Delegated fundraising, marketing and administrative tasks to team members
- Organized fundraisers with Cornerstone team and raised over \$1,000 for local elementary school
- Established Cornerstone Project budget to create school wide outreach event

PROFESSIONAL PROFILE

Management

- Gained knowledge of managerial aspects of nonprofit organizations through Management of Organizations, Planning and Improvement for Public Organizations and Human Resources Courses
- Supervise the Society of Human Resources Management executive board and preside over e-board and general body meetings
- Update and revise SHRM Constitution and Bylaws and prepare monthly reports

Recruiting

- Implement outreach events to obtain new members for Alpha Kappa Psi
- Co-facilitated interviews for approximately 40 Alpha Kappa Psi applicants each semester
- Contacted new members and explained the requirements for organization membership
- Assist the YMCA Programs Director with engaging families to obtain YMCA memberships

Training and Development

- Educated over 100 students on organization mission, goals and initiatives
- Conducted transition meetings to train the incoming executive board on the policies and procedures of the Society of Human Resources Management
- Organize and execute workshops, presentations and guest speakers for SHRM
- Assist with the recruitment and training of 30 YMCA Volunteers

EXPERIENCE

Society of Human Resources Management, *President*
Alpha Kappa Psi Professional Business Fraternity, *Membership Chair*
YMCA, *Volunteer*

Fall XX-Present
Fall XX-Present
Dec XX-Present

SKILLS

Proficient in HRIS data entry, Microsoft Word, Excel, Power Point and Outlook