

PROFESSIONAL SUMMARY

As an accomplished student, I've gained experience through HR internships, resident assisting, and event organizing. I possess numerous skills pertaining to the subjects of people, leadership, and organization. With my commitment to excellence, I'm eager to contribute to organizations that align with my values and career goals, and I am eager to leverage my expertise to apply to various roles.

EDUCATIONAL BACKGROUND

Pacific University

Forest Grove, OR

Pursuing a Bachelor's Degree in Psychology and Philosophy
Projected Graduation: 2024
Dean's List: 2020, 2021, 2022

PROFICIENCIES

- Skilled in web-based platforms, including Microsoft Suite, Google Suite, Residence Life systems, Snagit.
 - Leadership skills, including strong personal problem solving skills, empathetic responses, communication expertise, organizational and task-oriented planning, and creativity.
 - Adaptability and dexterity in the workplace, specifically regarding tasks and exercises that are urgent.
 - Strong customer service skills and a personable demeanor.
-

REFERENCES

Helen Howell, AVP and Chief People Officer
503-352-3116
Natona Derleth, Area Coordinator
541-525-1244
Louise Young, Human Resources Manager
541-210-2630

PROFESSIONAL EXPERIENCE

Assistant to the AVP and Chief People Officer

Pacific University

Forest Grove, OR

September 2022 — Present

- Assists the AVP and Chief People Officer with project completion, including filing, the creation of student employment guides, employee appreciation, and payroll matters.
-

Resident Assistant

Pacific University

Forest Grove, OR

August 2021 — Present

- Dedicated and skilled in crisis management, conflict resolution, and program development. Passionate about building an inclusive community, creating a positive living environment, and supporting academic and personal success of residents. Brings creativity to event planning. Effective communicator and collaborator with staff and University administrators.
-

Undergraduate Philosophy Conference

Coordinator

Pacific University

Forest Grove, OR

January 2023 — May 2023

- Passionate about creating engaging experiences and providing exceptional customer service. Excels under pressure. Skilled in organizing and managing vendors, ensuring seamless coordination, and timely delivery. Brings a creative approach and finds unique solutions.
-

Human Resources Intern

Grange Co-Op

Medford, OR

May 2022 — August 2022

- Assisted with the completion and filing of several compliance documents, including private and secure information. Organized and orchestrated the purchasing of employee appreciation items.
-

HR / Safety Intern

Timber Products Company

Medford, OR

June 2019 — July 2019

- Made an impact by developing a wellness newsletter, as well as being in charge of tracking and filing incident statistics and relevant data. Responsible for copying, printing, organizing, and filing sensitive information.