

## OBJECTIVE

My objective is to gain as much experience as is possible before I graduate so that I will feel accomplished and ready to take on any project or job that I am given and to perform those duties to the best of my ability.

## EDUCATION

### Friends University • Fall 2014 – Spring 2015

- Zoo Science
- Biology

### Southern New Hampshire University • Fall 2015 – Current (One year remaining)

- Graphic Design
- Web Design

## EXPERIENCE

Hampel Oil Distributors

### File Clerk (part-time) • July 17, 2014 – August 16, 2015

- Filing

### Administrative Assistant (full-time) • August 17, 2015 – January 15, 2017

- Filing
- Entering Buybacks
- Verifying Invoices
- Entering STOs
- Secretarial Responsibilities

### Human Resources Assistant (full-time) • January 16, 2017 – Current

- Coding Medical Invoices
- Run Background Checks on Potential Employees
- Assisting Safety Manager
  - Creating Safety Training/PowerPoints
  - Creating Application Forms
  - Creating Reference Guides
  - Obtain Safety Performance Histories from Previous Employment
  - Enter Information on Customer Websites (ISNetworld, PEC, etc.)

## SKILLS

- Proficient in Microsoft Office Programs (Word, Excel, PowerPoint)
- Knowledge using Adobe Programs (Photoshop, InDesign, Illustrator, Dreamweaver)
- Excellent verbal and written communication skills
- Experience Using SAP Software
- Strong Attention to Detail

## REFERENCES

### Steve Riney • Safety Manager

- Office: 316-771-5476
- Cell: 620-770-2065

### Jennifer Endsley • Human Resources Manager

- Office: 316-771-5473
- Cell: 316-665-2259