Sample Resumes

Some Related Experience
Human Resources

KIM CARDELLA
kc22@cornell.edu

Permanent address: 16 Eastview Lane, Buffalo, NY 14120 • 716/268-4132
Current address: 614 Bryant Street, Apartment #3, Ithaca, NY 14850 • 607/257-6913

EDUCATION

Cornell University, School of Industrial and Labor Relations, Ithaca, NY
Bachelor of Science in Industrial and Labor Relations, May 2009
Cumulative G.P.A. 3.76 • Dean's List all semesters

RELEVANT COURSES

Staffing, Training and Development • Macro/Micro Organizational Behavior • Macro/Micro Economics • Labor and Employment Law • Human Resource Economics and Public Policy • Employee Relations • Staffing Organizations • Training

WORK EXPERIENCE

Texas Instruments, Inc., Dallas, TX — Spring/Summer 2008
Staffing Intern
Benchmarked competitor student programs including compensation rates • Designed student program survey; analyzed and presented results • Prepared competitive analysis for student program pay rates and entry-level pay rates for non-exempt employees • Conducted training on student programs, resume writing, and behavioral interviewing techniques • Planned and executed TI's presence at national and regional career fairs • Conducted interviews and selected candidates for campus recruiting positions • Analyzed and communicated strategy for college rankings

School of Industrial and Labor Relations, Ithaca, NY — Fall 2007/Fall 2008
Teaching Assistant, Statistics 210
Led weekly discussion sections with twenty students • Graded weekly homework assignments • Held weekly office hours to review students' questions • Proctored and graded examinations • Responded to e-mail and telephone inquiries from students

Uris Library, Ithaca, NY — Fall 2005-Fall 2008
Reference Assistant
Proofread text written by head librarian • Handled data entry of statistics • Performed general office tasks

Law Offices of Bartolomei & Associates, Niagara Falls, NY — Summer 2007
Legal Assistant
Screened all incoming calls for entire staff • Initiated outgoing calls as requested • Scheduled all court dates, depositions, and other activities of lawyers • Prepared legal documents (duplicating, binding, and notarizing) and mailed to courts, defendants, plaintiffs, and other lawyers • Performed general administrative duties to ensure efficient daily operation of office

TOPS Markets, North Tonawanda, NY — August 2003-August 2007
Front-End Supervisor/Cashier
Solved customer and cashier problems • Served as liaison between other cashiers and managers • Managed, trained, and supervised cashiers • Received Cashier of the Month Award for customer service and dedication • Verified contents of cash drawer at beginning and end of each shift

ADDITIONAL SKILLS Excel • Microsoft Word • Adobe InDesign • LexisNexis • Photoshop • Microsoft Access • PowerPoint

AWARDS Cornell Tradition • NYS Merit Scholarship • Cornell Club of Greater Buffalo Scholarship

ACTIVITIES Alpha Omicron Pi Sorority, Social Chairperson (Fall 2006), Alumnae Relations (Spring/Fall 2007) • ILR Student Advisor • Society for Human Resource Management (SHRM) • Attended 2008 SHRM National Conference in Las Vegas, NV