

**KIM CARDELLA**  
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**EDUCATION**     **Cornell University**, School of Industrial and Labor Relations, Ithaca, NY  
Bachelor of Science in Industrial and Labor Relations, May 2008  
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 2007

*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 2006/Fall 2007

*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 2004-Fall 2007

*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 2006

*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 2002-August 2006

*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 • Corel • Microsoft Access • PowerPoint

### AWARDS

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

### ACTIVITIES

Alpha Omicron Pi Sorority, Social Chairperson (Fall 2005), Alumnae Relations (Spring/Fall 2006) • ILR Student Advisor • Society for Human Resource Management (SHRM) • Attended 2007 SHRM National Conference in Las Vegas, NV