

# Sample Resumes

Some Related Experience  
*Human Resources*

**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 2010  
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 2009  
*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 2008/Fall 2009  
*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 2006-Fall 2009  
*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 2008  
*Legal Assistant*

Screened 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 2004-August 2008  
*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** Microsoft Office Suite • Adobe InDesign • LexisNexis • Photoshop • Microsoft Access

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

**ACTIVITIES** Alpha Omicron Pi Sorority, Social Chairperson (Fall 2007), Alumnae Relations (Spring/Fall 2008) • ILR Student Advisor • Society for Human Resource Management (SHRM) • Attended 2009 SHRM National Conference in Las Vegas, NV