

YOUR FIRST AND LAST NAME

City, State | email | phone number

EDUCATION

James Madison University (JMU), Harrisonburg, VA

May 20XX

Master of Science in Education

Concentrations: Adult Education, Human Resource Development

James Madison University (JMU), Harrisonburg, VA

December 20XX

Bachelor of Business Administration in Hospitality Management

HUMAN RESOURCES EXPERIENCE

Wilson Enterprise Solutions, LLC, Winchester, VA

Human Resources Intern

May 20XX-August 20XX

- Supported Human Resource (HR) functions including recruitment, onboarding, and employee relations
- Conducted research on HR best practices to support departmental initiatives
- Maintained HR records and databases in compliance with company policies and regulations
- Attended HR meetings and contributed to discussions on employee engagement and retention strategies

ALCOVA Mortgage, Roanoke, VA

Human Resource (HR) Operations Intern

May 20XX-August 20XX

- Conducted research and analysis on HR best practices and trends, providing recommendations for process improvements that streamlined onboarding procedures
- Assisted in the development and implementation of employee engagement programs by organizing workshops and feedback sessions

ADMINISTRATIVE EXPERIENCE

Procurement Services, JMU, Harrisonburg, VA

Office and Reporting Manager

January 20XX-Present

- Responsible for office operations including budget reconciliation and non-compliance reporting
- Support state's Small Women-owned and Minority-owned (SWaM) business program by assisting staff and the vendor community with any questions that arise
- Facilitate communication with campus buyers and maintain financial records through managing expense reports

University Contract Administrator

September 20XX- January 20XX

- Verified that all university contracts were processed and filed according to the standard University Procurement Procedures and the laws of the Commonwealth of Virginia
- Collaborated with purchasing team on procurement activities as they related to the establishment, renewal, and termination of term contracts

LEADERSHIP EXPERIENCE

JMU Community Engagement and Volunteer Center (CEVC)

Alternative Break Learning Partner: Special Olympics, Virginia Beach, VA

March 20XX

- Supported two trip leaders on a week-long trip with 10 undergraduate students, providing feedback and ensuring JMU's CEVC policies were followed
- Facilitated student learning experience by offering guidance, support, and teamwork

LAST NAME 1

LEADERSHIP EXPERIENCE CONTD.

National Association of Student Personnel Administrators (NASPA-VA)

Graduate Representative

May 20XX

- Met with higher education professionals across the Commonwealth of Virginia to provide insight to the experiences of developing professionals in the field
- Contributed to the development of networking events and other related programs

Office of Resident Life, JMU, Harrisonburg, VA

Student Learning Initiatives (SLI) Graduate Assistant

August 20XX- September 20XX

- Supervised a team of 8 program advisors while managing and maintaining a Resource center for Resident Advisors and Hall Directors
- Coordinated with the SLI coordinator to create and run campus-wide programs for first year students called Weeks of Welcome and Leadership in Action Program (LEAP)

Centennial Scholarship Program (CSP), JMU, Harrisonburg, VA

Graduate Assistant Mentor

August 20XX-May 20XX

- Served as a resource for the undergraduate grant recipients of CSP
- Lead and facilitated CSP weekly group meetings, events, and activities designed to enhance undergraduate's personal and professional development

Office of Student Life, JMU, Harrisonburg, VA

Diversity Educator

August 20XX- May 20XX

- Researched and developed engaging and inclusive programs through 60–90-minute dialogues, including topics related to issues of social justice, accessibility, diversity, and identity
- Organized and facilitated in-person and virtual training sessions for student groups, organizations & university offices in small (5+participants) and large group (90+ participants) settings
- Participated and led campus-wide cultural and heritage programming and initiatives including but not limited to CMSS's MLK Week, Women's History Month with Keke Palmer, and the Occupy JMU March