

Nittany P. Lion

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OBJECTIVE

To obtain an internship position within the field of human resources, with a focus on recruiting

EDUCATION

The Pennsylvania State University, College of the Liberal Arts
Bachelor of Science in Labor and Human Resources
Minor in Sociology

University Park, PA
Graduation: December 2023
GPA: 3.57 / 4.00

RELATED EXPERIENCE

PNC Bank

Human Resources Intern

Pittsburgh, PA

May 2022 – Present

- Completed onboarding of 5 new employees, ensuring their understanding of organization policies and procedures
- Presented benefits information to 30 employees, once per month, following standards set by department
- Participated in learning within the organization, networking with business representatives and peers, mentoring, job shadowing and community outreach

Penn State Career Services

Peer Career Assistant

University Park, PA

January 2021 – Present

- Assist students in the use of career information offered by the Career Services Center by maintaining an in depth knowledge of resources available online as well as in the Career Services Library
- Conduct mock interviews and give professional interview preparation feedback to students
- Counsel students with resume and cover letter critiques during drop in hours
- Present workshops on topics including Orientation to Career Services, Resume Preparation, and Interviewing

ABC company

Recruiting Intern

Harrisburg, PA

May 2020 – August 2020

- Internship offer obtained and rescinded due to COVID-19

LEADERSHIP EXPERIENCE

Penn State Department of Criminology and Sociology

Undergraduate Teaching Assistant

University Park, PA

January 2022 – May 2022

- Assisted doctoral candidate with the teaching of SOC 30: Sociology of the Family
- Graded tests and attendance activities in a timely manner, providing feedback to 30 students
- Entered grades into the university's database system, Canvas, ensuring academic integrity and responsibility
- Communicated with a team of teacher's assistants biweekly to discuss goals of classroom initiatives

WORK EXPERIENCE

Olive Garden

Hostess

Collegeville, PA

May 2021 – August 2021

- Provided excellent customer service to patrons, answering questions as needed
- Maintained organizational seating system, managing server rotations in equitable manner
- Communicated with servers, management, co-hostesses to resolve customer inquiries and concerns

ACTIVITIES

Penn State Yoga Club

General Member

University Park, PA

August 2019 – Present

SKILLS

Technology: Salesforce, Microsoft Excel, Workday

INTERESTS

Philadelphia Sports, Yoga, Organizational Leadership, Running