

## **Mary Compton**

(123) 456-7890

email@youremail.com

284 West University Blvd, Apt 29, Des Moines, IA, 53958

### **Profile**

Recent graduate and fast learner who is also a member of the Gamma Phi Beta sorority and the Phi Beta Kappa National Honor Society. Fluent in Spanish and currently learning Japanese. Proficient public speaker with excellent written communication abilities ready to bring skills and experience to your human resources department.

### **Key Skills**

- Very strong skills in Excel building schedules and spreadsheets
- Participated in a hiring fair when working as an intern
- Close attention to detail
- Outgoing and friendly, easy to work with
- Strong work ethic

### **Education**

#### **Bachelor of Arts in Human Resources, GPA 3.91**

*Iowa State University, Des Moines, September 2015 - May 2019*

Internship at Casey's General Store Corporate office

- Helped organize hiring fair and conducted initial interviews with potential hires
- Worked with the payroll specialist to make sure that each employee's hours were reconciled properly

### **Professional Experience**

#### **Key Swing Manager, Casey's General Store, Des Moines, IA**

*March 2017-May 2019*

- Made weekly schedule
- Trained new employees
- Completed daily closing paperwork