

## Professional Experience

### Recruitment Intern

RRR Robotics, Pensacola, FL | January 2020 - June 2020

- Spent six months shadowing and assisting HR professionals
- Scheduled group interviews and follow-up interviews for candidates who progressed to later stages
- Researched, reported on and recommended a new recruiting software system; its adoption cut down vacancy times by 30%
- Translated wording of benefits packages into plain-language summaries for job postings

### HR Intern

RRR Robotics, Tampa FL | January 2018 - June 2018

- Conducted phone screenings and reference checks
- Maintained a database on job applicants, sorted by position
- Greeted in-person interviewees and guided them to interview rooms

## Education

### Master of Human Resources Administration

Pensacola Business School, Pensacola, FL | September 2018 - June 2020

Named the 2020 "Graduate of the Year" in the program's Recruitment and Talent Development track

Coursework completed:

- Behavioral Science
- Performance Management and Assessment
- Advanced Compensation and Benefits

### Bachelor of Science in Business Administration

Tampa School Of Business, Tampa FL | September 2014 - June 2018

Coursework completed:

- Basic Compensation and Benefits
- Business Communications
- HR Computer Software

## CERTIFICATIONS

- Certified Recruiter, HR Association of America, 2020

# Henry Henhauser

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Energetic recent graduate who is good with both people and software. Able to work in team settings but also remain independently productive. Skilled communicator who can clearly transmit ideas verbally and through written channels. Excelled in coursework related to HR in general and recruiting in particular.

## Key Skills

- Document preparation
- Scheduling and coordinating interviews
- Explaining compensation packages
- Using job aggregator and recruiting websites
- Using recruiting and talent-management software