

Kathleen Anderson

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Objective: To obtain an entry-level human resources or recruiting position.

Education:

Villanova University, Villanova, PA, May 2009

Bachelor of Arts in Psychology

Sociology Minor

Student-Athlete, Varsity Soccer, 2005-2007

- Trained up to 30 hours per week and learned essential time management and organizational skills

Experience:

Human Resource Assistant, Aramark, Inc., Philadelphia, PA Summer 2008 Internship

- Provided administrative and project support to several departments within the Human Resource organization in the areas of Risk Management, Compensations, Safety, Performance Management, Training and Development, Associate Relations, and the Service Center.
- Completed the following projects on schedule with limited supervision:
 - Developed and distributed a wellness plan initiative for full-time employees
 - Researched and resolved Workers Compensation disputes
 - Created job aides that were incorporated in Aramark's company-wide training manual
 - Researched and documented employee turnover rates that assisted in improved interviewing and hiring practices
- Utilized Microsoft Excel and PowerPoint extensively for creation of spreadsheets and presentations

Waitress/Hostess; Circle Sports Bar and Grille, Philadelphia, PA May 2006 – May 2008

- Served as a waitress and hostess in an intense, high performance restaurant environment
- Assisted with hiring and training new employees
- Worked part time during a two year period while maintaining a full academic schedule and sports schedule

Activities/Leadership Experience:

Member, Student Government Association, 2008-2009

- Served as the liaison between Student Government Association and faculty to address and resolve interdepartmental and campus concerns. Interview students and document concerns in preparation for meetings with faculty and staff.

Member, Ambassadors, 2007-2008

- Meet with and provide campus overview to prospective students and families during scheduled tours
- Participated in and assisted with Candidates Day events

Fundraising Chair, Mission Trip, Guatemala, Fall Break 2008

- Volunteered in the local Mayan community and learned about Latin culture
- Educated underprivileged children and supplied them with school equipment and goods
- Delegated fundraising ideas to help pay for school supplies that we donated

Member, START (Student-Alumni Association), 2006-2008

- Participated in banquets, special events and fundraising activities for Villanova Alumni

Group Treasurer, Fundraising Chair, Habitat for Humanity, LA Spring Break 2007

- Built houses after Hurricane Katrina in Slidell, Louisiana
- Planned fundraising events to raise money for trip; collected and kept track of fundraising money

Special Olympics, 2005 - 2006

- Encouraged and helped athletes in competitions and activities

Intramurals, 2005-2008

- Soccer, Basketball, Dodgeball