


Amanda Stewart

HR INTERNSHIP

theresa.stewart@gmail.com ✉

1-202-555-0180 📞

California, US 📍

linkedin.com/in/theresa.stewart 

SUMMARY

Enthusiastic Human Resource Intern eager to apply skills and education to a growth-oriented position. Currently completing my Bachelor's degree in Communication Studies and looking to gain further real-world experience while developing acquired abilities in communication, administration, and multitasking.

SKILLS

- Written and verbal communication
- Adaptable (work in changing environment)
- Able to build relationships
- Detail Oriented
- Organizational Skills
- Ability to analyze qualitative data
- Proficient Microsoft Window Experience

EXPERIENCE

HR Internship

Magno Tech Solution - New Jersey *Nov 2018 - Present*

- Communicated with potential hires to provide clarity on expected task and policies
- Managed employee onboarding and offboarding in our HRIS system -- completed I-9 verifications
- Scheduled and presented new hire orientation for mid-year hires.
- Managed and created employee files with proper documents and maintained permanent files
- Maintained and organized filing system for confidential employee record
- Audited timesheets for non-exempt employees to ensure meal compliance
- Troubleshoot and resolved problems with our HRIS to enhance production support and minimize downtime
- Educated staff on HRIS functionality with special emphasis in benefit enrollment, timesheet tracking, and app features
- Assisted with interviewing applicants for Talent Team positions (Senior Manager of Human Resources, Senior Director of Talent Acquisition, and Talent Acquisition Associate) through Greenhouse platform and participated in multiple debriefs
- Drafted copies for documents such as employment verification, loss of coverage and meal break understanding
- Created and designed flyers to inform and promote health benefits and employee benefits

Customer Service

Prime Restaurant - New York *Jun 2015 - Nov 2018*

- Provided excellent customer service
- Strong people skills when dealing with difficult situations or personalities
- Process corporate and individual orders over the phone and in-person
- Entered new corporate orders in data system and scheduled deliveries accordingly

- Received payments by cash, credit cards, vouchers, and automatic debits
- Counting money at the beginning of shifts to ensure amounts are correct and that there is adequate change
- Maintained a clean and organized environment Complete, process and maintain applicable paperwork and records

EDUCATION

M.A., Communication Studies

University of Illinois - Champaign, Illinois *Aug 2018 - Present*

B.A., Communication Studies

University of California - Los Angeles *Sep 2015 - Aug 2018*

LANGUAGES

English
Spanish



French
Chines

