

JOANIE JONES

Sacramento, CA | jjones@domain.com
(916) 000-0000 | www.linkedin.com/in/joaniejones

HUMAN RESOURCES INTERN

Business Administration student with a Human Resources concentration. Strengths include strong interpersonal skills, understanding of employment law, and strong problem solving ability. Improved HR filing system, increasing efficiency by 5%. Relevant skills include:

- Employee benefits
- Conflict management & negotiation
- Strategic HR management
- High standards of confidentiality
- Developing and maintaining recordkeeping systems

EDUCATION

Bachelor of Science, Business Administration (H.R. Concentration) *Expected - May 2020*
Sacramento State, Sacramento, CA

GPA: 3.5, Dean's List - Fall 2018

Related Coursework: Employment Law, Management of Human Resources, Employee Benefits, Business Communications, Strategic Management, Industrial Psychology

Class Project: Increasing Employee Training Opportunities in Non-Profit Organizations

Business Administration for Transfer (AS-T) *June 2018*
Sierra College, Rocklin, CA

EXPERIENCE

Marketing Officer, CSUS Human Resource Management Association *August 2018 - Present*

- Manage all communications outreach to club members and develop outreach strategy
- Write and send bimonthly marketing emails for upcoming events using MailChimp
- Design marketing flyers on Canva and post in relevant campus locations

Human Resources Intern, SMUD - Sacramento, CA *January - May 2017*

- Maintained department filing system, I-9 files and team member personnel files.
- Provided analysis and insight on potential areas for increased employee onboarding efficiency, resulting in shorter onboarding timeline and increased training effectiveness.
- Supported other HR staff in conducting background checks and employee screening.
- Scheduled interviews with potential new hires and facilitated related logistics.

Host & Server, Chili's Grill & Bar - Sacramento, CA *November 2014 - January 2017*

- Provided exemplary customer service to restaurant patrons 20 hours per week
- Processed financial transactions (cash and debit/credit card) with speed and accuracy
- Problem solved quickly and communicated with customers to exceed expectations

ADDITIONAL SKILLS & INFORMATION

Language: Fluent in Spanish

Technical: Proficient in Microsoft Word, PowerPoint, Excel, Outlook; Oracle Database; Jobvite; Workday; MailChimp; Canva

Leadership: President, American Marketing Association, Sacramento State, 2019-Present

Interests: Hiking the Sierras, an avid River Cats fan, weekend surfing, and reading novels