

Maggie Manager
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Atlanta, GA 34045
(706) 555-1234

Education

University of West Georgia Carrollton, Georgia
Master of Business Administration December 2015
Program accredited by AACSB-International (*Association to Advance Collegiate Schools of Business*)
Bachelor of Business Administration, Management August 2014
Emphasis in Human Resource Management Overall GPA 3.4
Recipient of the HOPE Scholarship

School of Commerce and Management (ESCEM) Poitiers, France August 2012 – June 2013
Exchange School Program Affiliated with **UWG Advance Certificate in Management** February 2013

Activities

Gamma Beta Phi Honor Fraternity Junior Varsity Cheerleader
Intramural Flag Football Delta Epsilon Zeta Sorority

Relevant Experience

Acme Chemical Company Atlanta, Georgia
Human Resources Director December 2015 – present

- Coordinates and implements a corporate human resources strategy and system that adds value and reduces cost for the company
- Creates a human resource department that is professional, yet passionate about the company's future
- Makes fast transitions and change or accelerate present human resources initiatives
- Travels to each facility to empower changes required for the future
- Conducts periodic assessments at each manufacturing facility to evaluate sharing of "Best in Class" practices and ensure that human resource programs and procedures are operating in accordance with corporate policy
- Recruits and hires qualified salaried and hourly employees
- Provides employee relations support to managers/supervisors and employees including coaching, communications, performance management and corrective action

Sizemore Staffing Carrollton, Georgia
Intern Summer 2012

- Pre-screened over 300 applicants
- Managed database that matched applicants with job postings and marketed new positions online
- Coordinated weekly payroll for 30 employees using ADP

Skills

- WordPerfect, Quattro Pro, Lotus, Microsoft Word, PowerPoint, Harvard Graphics
- Direct interaction with labor in technical and manufacturing environments
- Leadership roles in human resources and general management
- Effective interpersonal skills and the ability to deal with employees at all organizational levels
- Comprehensive understanding of business and cost-effective management in a complex arena
- Ability to identify, develop and respond to company's strategy and communicate that strategy to the different groups within the company