

JOHN SMITH

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Candidate for Event Operations Internship at XYZ Enterprises - Dallas, TX

Rising junior psychology major interested in building leading event operations for employee social events. Experienced in HR event planning, recruiting efforts and increasing employee morale. Skills include:

- Communication
- HR Procedures
- Advanced Excel and PowerPoint
- Event Planning and Marketing
- Applicant Tracking System
- Project Leadership

Education

Bachelor of Arts, Psychology, Industrial/Organizational Psychology Concentration May 2020
University of Dallas, Irving, TX

- GPA 3.75, Dean's Scholarship, Dean's List
- Study abroad: Rome, Italy (Fall 2017)
- Member: Rotaract Club (Sep 2017 – Present), Alexander Hamilton Society (Aug 2016 – Present)

Relevant Coursework: Communications, Social Psychology, Leadership in Organizations, Cultural Psychology, Global Entrepreneurship, Human Resources, Marketing, Advanced Excel

Academic Projects

Team Leader, Marketing Project, Marketing Theory and Practice Spring 2016

- Led team of 5 students to create marketing plan for American Airlines to increase user engagement
- Performed a SWOT analysis on 4 competitors and provided recommendations to increase users by 10%

Work Experience

Student Ambassador, University of Dallas Admissions Office, Irving, TX August 2017 – Present

- Communicate with prospective students and parents on university life and give campus tours
- Set up registration tables for 6 campus recruiting events per year with over 50 attendees
- Update and maintain prospective student database using Excel

HR Intern, Green & Green Inc., Chicago, IL Jun 2017 – Aug 2017

- Planned 5 recruiting events for the Chicago office including intern welcome party and career fairs
- Screened incoming resumes for 10+ available positions across 3 domestic offices
- Streamlined the onboarding process with automated checklists and maintained how-to guides

Server, Cheddar's, Chicago, IL Jun 2016 – Aug 2016

Volunteer and Leadership Experience

President, University of Dallas Alexander Hamilton Society, Irving, TX Aug 2017 – Present

- Organize weekly meetings and 4 guest speaker events for 80+ student members
- Schedule guest speakers for on-campus lectures twice per semester with 40 attendees per lecture
- Designed flyers for upcoming events and increased social media followers by 25% within 6 months

Volunteer, Make-A-Wish Foundation, Irving, TX Aug 2016 – May 2017

- Planned 6 wish events for each wish child
- Recruited 4 volunteers to assist with each event