

Willie Warhawk

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OBJECTIVE

Ambitious and dependable student seeking an internship in the field of Human Resources where I can utilize my previous experience in screening applicant materials, conducting interviews, completing reference checks, and onboarding new hires.

EDUCATION

University of Wisconsin-Whitewater

Bachelor of Business Administration

Major: Human Resource Management

- Named to Dean's List each semester

Anticipated Graduation: May 2019

Cumulative GPA: 3.69/4.0

RELEVANT EXPERIENCE

University of Wisconsin-Whitewater Human Resources Office

January 2017 - Present

Human Resources Intern

- Screen applicant materials, shadow employment interviews and complete reference checks to fill job openings
- Research best practices in onboarding new hires
- Developed interview schema and met with supervisor to explore onboarding needs

Hometown Services, Wauwatosa, WI

November 2015-May 2016

Human Resources Intern

- Compiled and updated confidential personnel records
- Developed Microsoft Excel spreadsheets for recording and tracking employee data
- Maintained employee attendance records for payroll
- Assisted in the development of a performance bonus program

LEADERSHIP AND SERVICE

UW-Whitewater Chapter of the Society for Human Resource Management (SHRM)

September 2015-Present

Vice President (September 2015 – May 2016)

- Scheduled business, community, and university leaders to speak at chapter meetings
- Arranged company tours

UW-Whitewater First Year Experience

August 2015

Purple Pit Crew

- Assisted with the set-up and delivery of Club U-Dub-Dub events
- Interacted with new students to help them acclimate to campus