

**UW Oshkosh SHRM
Resume Book**

Nicole Freund

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Education

University of Wisconsin Oshkosh
Bachelor of Business Administration
Major: Human Resource Management

Oshkosh, Wisconsin
Graduation: December 2018
GPA 3.9/4.0

University of Wisconsin Fox Valley
Associate of Science and Arts
Emphasis in Business

Menasha, Wisconsin
December 2016
GPA 3.9/4.0

Experience

Old National Bank
Summer Intern

Oshkosh, Wisconsin
May 2018- August 2018

- Designed a 12-week summer retail internship program for branches in Indiana, Minnesota, Michigan and Wisconsin
- Maintained retention goals of Old National Bank while overhauling internship program to encourage employment of future interns
- Evaluated costs of recruiting, onboarding, training, compensation and benefits to determine the best return on investment
- Wrote job descriptions for the Relationship Banker and Retail Intern positions to attract new candidates
- Collaborated with management in tasks such as: promotion in community events, audits, security and transactions

Body by Lipo
Certified Lipo Laser Technician

Appleton, Wisconsin
August 2015-May 2018

- Recruited, interviewed and hired technicians for positions in the clinics in Illinois and Wisconsin
- Onboarded new technicians, ensuring contracts, direct deposit forms and I-9s are correctly signed and processed through DocuSign
- Implemented new packages, promotions and market them through Groupon, Sign Post and networking events throughout the Fox Valley area
- Consulted new clients, counsel and discuss weight loss goals and rules for procedure

David's Bridal
Second Assistant Manager and Stylist
Bridal Show Director and Prom Ambassador

Appleton, Wisconsin
January 2007-April 2016
September 2008-January 2015

- Recruited, interviewed and hired stylists and customer service representatives to match seasonal demands
- Trained stylists and customer service representatives continually, completing within a two-week period following company policies and standards
- Coached stylists weekly to improve hourly commission sales to company standards of \$140 an hour
- Controlled customers' orders and receiving of merchandise to prevent shrinkage
- Recruited new customers in the Green Bay and Appleton markets to exceed sales and promote company brand
- Surpassed company standard with a 73% bridal conversion verses 65% company standard
- Provided fast and courteous service, assisted in completing entire look and established relationships

Special Achievements

- Inductee - Beta Gamma Sigma National Honor Society, Spring 2018 - University of Wisconsin Oshkosh
- Tutor - Math 090, 091 and 105, Financial and Managerial Accounting and Macro and Micro Economics; Fall 2016 - University of Wisconsin Fox Valley
- Attendee - Nobel Conference, "In Search of Economic Balance", through competitive/scholarship process, Gustavus Adolphus College Minnesota, September 2016
- Recipient - Paul J. Werner Scholarship for academic excellence - 2016
- Recipient - Circle of Excellence Award - Exceeding sales of 175,000 - David's Bridal - 2015

MAKENNA M. RAULS

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3628 Windsor Road. DeForest, WI 53532

Education

University of Wisconsin Oshkosh | Oshkosh, WI

Degree: Bachelor of Business Administration | Anticipated Graduation: December 2019

Major: Human Resources Management | Emphasis: Web Presence Management

Work Experience

Human Resources Intern – Lapham Hickey Steel – Oshkosh, WI **February 2018 – Present**

- Implement a new annual review process for 220+ employees to enhance productivity, supervisor/employee relations, and employee retention
- Maintain applicant tracker and employee files such as vacations, medical, etc. using Microsoft Excel
- Provide weekly orientations to 5+ new hires and supply the necessary training for the employees
- Handle heavy workloads and prioritize them to finish HR projects in a timely manner

Sales Associate – Oshkosh B’gosh – Oshkosh, WI **October 2017 – Present**

- Preserve and improve store presentation as well as operating the register
- Engage in positive and helpful customer service and sales
- Built strong relationships with coworkers and provide contributions to the Company

Farming Assistant – Full Flo Dairy – DeForest, WI **June 2009 – August 2018**

- Maintain cleanliness of dairy farm for milk to stay pasteurized and provide care for animals when in need
- Supply answers and assistance to coworkers to keep the milking process moving
- Benefit the company by providing some Spanish skills to supply to other employees resulting in proficient work ethic

Pick N’ Save – Sun Prairie, WI

Vero Clerk **May 2016 – August 2017**

- Promoted from Cashier to Vero (Barista) Clerk in June 2017
- Provided answers to questions regarding products sold in the coffee bar
- Served, restocked and kept track of how much gelato was in stock by checking previous orders
- Learned to make several varieties of coffee drinks and beverages

Cashier

- Implemented excellent customer service and contributed great sales
- Maintained store presentation as well as operating the register
- Registered customers for Fresh Perks cards by recording their information into the computer system
- Trained to work as a Customer Service Representative and kept book work, assisted customers and improved other employees work ethic

Voluntary Experience

- Co-Chaired a Relay for Life team for two summers raising \$2,000 total **July 2012 – July 2014**
- Taught religious education to third and fourth graders for two years **September 2014 – April 2016**

Kylie Wendt

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Education

Bachelor of Business Administration,
Majoring in Human Resource Management

University of Wisconsin-Oshkosh, Oshkosh, WI.
GPA: 3.72/4.0
Anticipated Graduation Date: May 2021

Work Experience

March 2018- Present

Customer service | Tamara's the Cake Guru | Oshkosh, WI

- Excellent at assisting customers with making selections, both in-store and on the phone.
- Proficient at taking product inventory to determine what needs to be ordered and sent to management.

March 2015- October 2015

Sales Associate | Party City | Oshkosh, WI

- Executed customer transactions, including sales and returns.
- Maintained friendly and professional customer interactions

Skills

- Obtained excellent organization skills from balancing multiple schedules being a nanny for 3 years
- Express strong, adequate verbal communication to both children and adults
- Conducted team leadership involvement through customer service experiences
- Established precise cash handling accrued from executing on average 100 customer transactions a day
- Operate cash register and credit card processor in a timely and effective manner

Honors

- UW-Oshkosh Honor Roll Fall 2017
- UW-Oshkosh Dean's List, Spring 2018

Involvement and Volunteering

Society for Human Resource Management- Student Chapter (SHRM) | Fall 2018 |

Salvation Army | 2008-Present

- Annual commitment to ring the Red Kettle bell in Oshkosh for the last 10 years
- Dedicate several hours on multiple occasions to helping the community during the holiday season
- Encouraged family and friends to donate time to expand the impact of this organization

Alyssa Salas

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Current Address: 1191 High Ave. Oshkosh, WI, 54901

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Education

- *University of Wisconsin Oshkosh* in Oshkosh, WI
- **Bachelor of Business Administration**
- Major: Human Resources
- Graduation date: May 2020
- GPA: 3.8/4.0

Skills

- Verbal communication skills developed from 3+ years of customer service
- Written communication skills gained in two advanced college level writing courses
- Time management skills obtained through heavy course load, work, and academic clubs

Work History

- *Cashier* at Stonefire Pizza Co. in New Berlin, WI.
 - March 2016-January 2017
 - Demonstrated verbal communication by informing customers of the buildings policies and prices
 - Used problems solving to help approximately 50 guests with issues unfamiliar to me
- *Waitstaff* at ProHealth Care Regency Senior Communities in Muskego, WI.
 - June 2014-February 2016
 - Educated residents on the menu items to ensure their satisfaction with the order
 - Led teams of three throughout the shift as a shift leader to ensure my co-workers were clear on tasks and procedures.

Internship

- *Human Resource Intern* at Clarity Care in Oshkosh, WI.
 - September 2018-Present
 - Enter data into HRIS
 - Conduct background checks and work with FMLA regulations

Activities/Honors

- University Honors Program
 - Advanced level college courses
 - Recruited by Honors advisors due to GPA
 - January 2017-Present
- National Society for Human Resources Management
 - New Member Liaison
 - February 2018-Present

BEN ZAGER

1600 Meadowbreeze Circle Neenah, WI 54956
1 (920) 268-7242 bbzager@gmail.com

EDUCATION

UNIVERSITY OF WISCONSIN-OSHKOSH

Bachelor of Business Administration, May 2019

Majors: Human Resources Management and Economics

GPA: 3.8

UNIVERSITY OF WISCONSIN-FOX VALLEY

Associates of Arts and Science, May 2017

GPA 3.4

WORK HISTORY

BEMIS COMPANY INC, OSHKOSH, WI

Rotational Human Resources Intern- May 2018-Current

- Coordinate and manage relations with new flu shot clinic vendor
- Troubleshoot vendor problems and present to management as required.
- Develop a new filing system incorporating Lean Philosophy to streamline and expedite file processing
- Act as a primary resource for employee questions
- Process employee vacation, FMLA, compensation, and benefits in Workday and Kronos
- Conduct 10+ interviews

FAITH TECHNOLOGIES INC, MENASHA, WI

Human Resources Intern- June 2017-May 2018

- Assessed résumés and identify quality applicants using OpenHire (applicant tracking system)
- Scheduled and performed 50+ applicant phone screens and interviews
- Completed clerical duties as needed including filing and data entry

TEAVANA, APPLETON, WI

Team Member- June 2016-May 2017

- Provided outstanding customer service, educated customers on products, and maintained accurate sales log

LEADERSHIP EXPERIENCE

UW Oshkosh SHRM (Society for Human Resources Management)

President- May 2018-Current

SKILLS

- Communication skills both oral and written
- Interpersonal skills, leadership and dependability
- Organizational skills including time management and responsibility
- Knowledge of Human Resources practices and principles
- Ability to work with people and identify needs
- Experience with Microsoft Office products (Word, Powerpoint, Excel, Access, Outlook)

Austin Sackett

7993 State Rd. 144 N. * West Bend, Wisconsin * (262) 707-8710 * Sackea16@uwosh.edu

Essential Sections

- **Education**

University of Wisconsin Oshkosh.

Estimated Graduation Date: May 2020

Bachelor of Business Administration

Major: Human Resources Management

University of Wisconsin-Washington County

Began January 2017

Transferred May 2018

Gained general education credits in diverse fields such as chemistry, criminal justice, statistics, economics, creative writing and human anatomy

Moraine Park Technical College

Began September 2014

Left December 2015

Studied towards a career in radiography and gained skills in handling patients and pressure under stressful situations

West Bend West * High School Diploma* 3.0 overall GPA* Graduated June 2014

- **Professional Activities**

Oshkosh SHRM

Fox Valley SHRM

Horizon Village Student Council

UW-Oshkosh Food Committee

- **Work Experience**

Home Care Solutions-Hartford, Wisconsin

July 2015 – August 2018

Home Caregiver

- Oversaw a disabled man inflicted with Multiple Sclerosis. Took care of all day to day needs every day including: cleaning, food preparation, bathing, clothing, toileting, medication distribution, and other miscellaneous duties
- Lead group of six other caregivers also taking care of client and insured level of care was above and beyond a minimum level of care acceptable each shift
- Comforted client through usage of daily communication and conversation to reduce loneliness and enriched daily life of client, as well as build an atmosphere of teamwork between client and I

Panera Bread-West Bend

May 2013 – July 2015

Associate Trainer

- Managed multiple positions across store including: dishwashing, cashiering, food preparation, and making of customer's meals
- Trained multiple new employees weekly, about 30 total, in positions to increase understanding of assigned modules. First having trainees watch tasks being done, proceeded by observation of trainees doing tasks, and finally having trainees work side by side with other employees
- Analyzed condition of store to look for flaws in processes or appearances throughout operations hourly, followed by fixing issues in a quick and effective manner, with assistance of other coworkers if necessary

Sunburst Winter Sports Park-Kewaskum, Wisconsin

October 2012 – May 2015

Ski Instructor/Rental Technician

- Managed rental counter giving out skis, snowboards, helmets and boots. Was trained to set skis to specific tightness and length appropriate for each individual rider to make sure safety and security on Sunburst property and hills
- Taught skiing to people ages two and up each shift, as well as assisted in teaching snowboarding. I taught over one hundred and fifty people each winter how to ski on a level of at least competent and higher

Awards and Scholarships

- Columns Scholarship for Radiography-given to high school students going into radiography who show exceptional work ethic
- Farmington Scholarship- awarded to students living in the Farmington area with elevated academic standing
- Foundations Friends and Alumni Scholarship- presented to students transferring out of UW-Washington County with above average GPAs

Karly Jersey

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<https://www.linkedin.com/in/karly-jersey/>

EDUCATION

University of Wisconsin Oshkosh
Bachelor of Business Administration
Majors: Human Resource & Marketing

Oshkosh, WI
Graduation date: May 2019
GPA: 3.5

INTERNSHIP EXPERIENCE

Plexus Corp.

Neenah, WI
May 2017 – Present

Human Resource Intern

- Lead in research and execution of a compensation analysis
- Assist with the creation and implementation of an employee internal transfer process
- Implement a new organization process for the storage and retrieval of employee medical files
- Develop and maintain a site wide newsletter to create better communication throughout the site
- Facilitate and Co-Facilitate trainings in leadership development, performance evaluation preparation, DiSC, and recognition for groups of 5-200 employees
- Assist in recruiting for direct labor and indirect labor positions for multiple sites
- Organize site wide events for 1000+ employees to boost employee moral
- Conduct exit interviews to gain feedback and seek opportunities for improvement
- Develop relationships and use customer service skills by managing front desk traffic, answering employee questions, addressing employee concerns, and referring employees to the appropriate resource
- Gain knowledge in the following software systems: Workday, Microsoft Office, and Kenexa

RETAIL EXPERIENCE

Maurices - Ascena Retail

Appleton, WI
May 2013 – May 2017

Sales Associate (2013 – 2015)

- Demonstrate knowledge of product in order to sell the right merchandise to diverse groups of customers
- Engage with customers to provide excellent service and create relationships
- Communicate with customers on the benefits of company's loyalty program and credit card

Management Experience (2015 – 2017)

- Manage a group of 15+ sales associates to ensure positive productivity
- Provide positive and constructive feedback in the moment to create growth among employees
- Participate in social media to market the company online
- Lead quarterly team meetings to a group of 15+ associates to express expectations
- Delegate tasks to create efficiency in the workplace
- Create weekly employee schedules to meet labor demands
- Conduct interviews to recruit top sales associates

GLOBAL KNOWLEDGE

Essentials of Operations Management in Ireland

May 2018-June 2018

- Develop an understanding of global issues and trends in various business functions

CAMPUS INVOLVEMENT

Society of Human Resource Management (SHRM)
University of Wisconsin Oshkosh Student Chapter

Oshkosh, WI
Fall 2017 - Present

Fall 2017 - Award winner for Outstanding Service Award

Spring 2018 - Secretary

Fall 2018 - Treasurer

Lauren A. Allen

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Current Address: 1191 High Ave. Oshkosh, WI 54901

Permanent Address: S75W25930 Prairieside Dr. Waukesha, WI 53189

EDUCATION

University of Wisconsin Oshkosh

Oshkosh, WI

Bachelor of Business Administration

Anticipated Graduation date: May 2020

Major: Human Resource Management

GPA: 3.2

WORK EXPERIENCE

Waukesha Memorial Hospital

Waukesha, WI

Gift Shop Clerk

August 2014 – Present

- Assist with any customer requests
- Interact with customers in person and over the phone
- Participate and collaborate with co-workers when conducting inventory
- Provide customer service to patients and guests of the hospital
- Conduct closing activities at the end of the shift

Nanny

Waukesha, WI

Full-time Nanny for 4 children (summer)

June 2017 – September 2018

- Developed organizational and creative thinking skills when planning activities for the children
- Communicated daily reports to the parents

Babysat for special need autistic child

July 2011 – July 2015

- Adjusted my communication in a way that the child could acknowledge and comprehend the message
- Established different strategies when dealing with this child's reactions

ACTIVITIES

Volunteer

Waukesha, WI

Consumer Health Connections

June 2017 – August 2017

- Assisted with receptionist duties and clerical tasks

Campus Involvement

Oshkosh, WI

University of Wisconsin Oshkosh SHRM

September 2018 – Present

- Member

SKILLS

- Exceptional verbal and written communication skills in all positions held.
- Ability to remain calm in stressful situations while being a full-time nanny for 4 children (Ages 8,9,9,12)
- Works well in a team environment

ABIGAIL SCHMITT

Current: 625 Algoma Boulevard, Oshkosh, WI, 54901 Permanent: 2705 31st St., Two Rivers, WI, 54241
(920)-794-4571 | schmia17@uwosh.edu

EDUCATION

University of Wisconsin Oshkosh

Bachelor of Business Administration

Major: Human Resource Management

Oshkosh, WI

Anticipated graduation date: May 2020

GPA: 3.5

University of Wisconsin-Manitowoc

Associate of Arts and Sciences degree

Emphasis: Business

Manitowoc, WI

Graduated: May 2016

SKILLS

- Managed time efficiently while working two jobs during the summer
- Developed communication skills by working with guests to accommodate their needs
- Applied a positive attitude in the workplace when customers would argue or wouldn't listen to what needed to be done

EXPERIENCE

Baymont Inn & Suites

Front Desk

Manitowoc, WI

June 2018 – August 2018, seasonal

- Diffused situations calmly by using critical thinking skills to avoid conflicts with guests
- Trained two new employees on interpersonal, leadership, and problem-solving skills
- Received three positive reviews from guests about my hospitality skills

Family Video

Sales Representative

Two Rivers, WI

August 2017 – August 2018

- Managed store during shifts and made decisions regarding changes to the store
- Established relationships with customers to upsell our products

ACTIVITIES

Member, Meals on Wheels, Two Rivers, WI, July 2017

- Dedicated time to assist less fortunate

Member, Society for Human Resource Management, Oshkosh, WI, September 2018 – current

Katelyn Van Raden

Permanent: W1530 Rock Road Mayville, WI 53050

(262)-623-7840

Current: 1026 Cherry Street Oshkosh, WI 54901

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Education

UW-Oshkosh: Oshkosh, WI

Expected Graduation: June, 2020

Pursuing a bachelor's degree in Human Resources and Business Management

UW-Washington County: West Bend, WI

Graduated: June, 2018

Obtained an Associates Degree in Fine Arts with an emphasis in Business

GPA:3.0/4.0

Work Experience

Server, MJ Stevens

April, 2017 - Present

Hartford, WI

- Greet customers and take orders
- Balance nightly receipts
- Interact with customers to ensure they are satisfied

Public Relations Assistant, Washington County Campus Foundation

January, 2018 - June 2018

West Bend, WI

- Developed, wrote, & distributed press releases
- Planned and executed special events
- Proofed written materials for style, grammar, etc

Operations, Zeller Transportation, LLC

June, 2015 - June 2017

Hartford, WI

- Called clients and handled any discrepancies
- Organized truck pickups and deliveries
- Assisted in payroll and driver paperwork

Store Manager, Hartford Union High School

September, 2014 - June, 2016

Hartford, WI

- Reconciled money drawer and assisted customers
- Designed, ordered, and maintained inventory
- Weekly bookwork and deposits
- Coordinated work schedules of employees

Skills

Proficient in Microsoft Office(Word, Excel, and PowerPoint)

Curriculum included courses in Photoshop, Dreamweaver, and InDesign

Activities

- Member, SHRM, UW-Oshkosh, September 2018-Present
- President, Student Government Association, UW-Washington County, September, 2016-June, 2018
- Member, Business Club, UW-Washington County, September, 2016-June, 2018