

Jane Smith

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EDUCATION

Bachelor of Arts Degree: English Major; Dance Minor

Gustavus Adolphus College

- 3.7 Cumulative GPA
- Dean's List, President's Scholarship Award Recipient

Graduation May 2016
St. Peter, MN

EXPERIENCE

Human Resources Intern

Angie's BOOMCHICKAPOP

- Worked with team of 3 interns to create a Production Operator training module that will be used for all new hires within the manufacturing facilities to increase employee retention rates
- Created an infographic to promote safety training for 200 corporate employees
- Supported candidate selection for 3 open positions, created onboarding manuals for all new employees, and participated in creating materials for the company's wellness program

January 2015
Mankato, MN

Title

Organization Name

- Experience description using the WHO acronym
- Additional experience description using the WHO acronym
- Additional experience description using the WHO acronym
- Additional experience description using the WHO acronym
- Additional experience description using the WHO acronym

Dates

City, State

Title

Organization Name

- Experience description using the WHO acronym
- Additional experience description using the WHO acronym

Dates

City, State

COLLEGIATE INVOLVEMENT

Gustavus Mentorship Program

- Communicate frequently with a paired Gustavus Alumni mentor to enhance business, networking, and interview skills

2014 – Present

Civic Engagement Project

- Independently researched an alternate transportation option for students at North Intermediate Elementary School in St. Peter, MN;
- Proposed plan to school administration, continue to collaborate with community leaders to seek funding to provide student transportation services for after-school academic support opportunities.

2014

Project or Involvement

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Dates