

Matthew A. Rawlings
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OBJECTIVE: To obtain a summer internship position in the area of human resource management.

EDUCATION: Bachelor of Science in Human Resource Management, May 2011
Ball State University, Muncie, IN

RELATED COURSEWORK: Management Principles <> Personnel and Supervision <> Organizational Behavior <> Managing Human Resources <> Entrepreneurship <> Quality Management <> Business Policy and Strategic Management <> Business Ethics <> Employee Development <> Quantitative Business Analysis

RELATED EXPERIENCE: Student Consultant, Managing Human Resources Class
Ball State university, Muncie, IN; August-December 2007

- Created a strategic plan by determining an organization's human resource needs through analysis and development job requirements
- Developed qualifications for recruitment and selection procedures and placement and orientation
- Performed evaluations of selection programs

OTHER WORK EXPERIENCE: Proofing Assistant, Ball State University Academic Systems
Muncie, IN; August 2010 – Present

- Assist in preparation of graduate and undergraduate catalogs
- Maintain catalogs on the web
- Deliver mail on campus
- File, copy, and provide historical course information

Seasonal Host, Tony and Angelo's Italian Restaurant
Madison, IN; Summers 2008-2010

- Served as first contact for restaurant customers
- Coordinated reservations and seating assignments
- Seated customers while sharing restaurant's history

ACTIVITIES: Chair of Fundraising, Phi Gamma Nu Professional Business Fraternity
Ball State University, Muncie, IN; August-May 2008

- Developed and implemented new income strategies
- Maintained and was responsible for over \$1,000 of fundraising income revenue from four events over the course of the year

VOLUNTEER EXPERIENCE: Habitat for Humanity, Muncie, IN; June 2009-Present
St. Mary's Food Mission, Madison, IN; January 2008-March 2009

Objectives

Objectives are optional, but can be helpful in identifying skills and abilities you have to offer an employer if hired.

Related Course Work

Use only descriptive names, not course numbers.

Related Experience

Emphasize classroom projects.

Other Work Experience

Use present-tense verbs for current positions.

Use past-tense verbs for previous positions.

Activities

Quantify your experiences with facts and figures.