

Functional

DANIEL CONNOR
 300 S. Main Street
 Centerville, Ohio 45367
 (937) 345-7896
 danielconnor@gmail.com

HUMAN RESOURCES PROFESSIONAL

SUMMARY
 Human resources professional with 8 years of experience. Skilled in finding ways to save the company money, facilitating workshops, mediating employee conflicts, and supervising professionals and students. Experience includes assisting clients in retirement planning, negotiating health care rates for 2000+ employees, and serving as a strategic manager. Received Assistant Director of the Year Award in 2008.

QUALIFICATIONS

Management

- Spearheaded the development of STAR RECS program, which saved \$25,000 annually.
- Supervised 5 professional employees and 8 student workers.
- Developed in-house training programs that saved the company \$100,000 annually.
- Oversaw the selection of new healthcare and retirement benefits for 2000+ employees.

Interpersonal

- Collaborated with 7 other offices in running the annual fundraiser which raised \$75,000.
- Served as the mediator in over 50 cases between executive managers and employees.
- Conducted recruiting practices to fill over 150 entry level and management positions.
- Performed exit interviews with employees and took appropriate action when necessary.

Organizational

- Upgraded computer programs to be more efficient and effective.
- Converted the benefits system to be paperless, which saved \$12,000.
- Facilitated the Benefits for New Employees Orientation 4 times annually.
- Provided administrative support for the Director of HR.
- Rewrote a 25 page Employee Manual, including updating policies, procedures, and emergency protocol information.

WORK HISTORY

Assistant Director of Human Resources 6/2006- present
The University of Indiana; Bloomington, Indiana

Human Resources Generalist 6/2001- 6/2006
Pricewater House Cooper; Washington, D.C.

EDUCATION 2001

Bachelor of Arts in Business Administration
Kent State University; Akron, Ohio

Combination

Mary C. Moore
 456 Woodrow Way
 Dayton, Ohio 45469
 937-512-8562
 mamooore@hotmail.com

Profile
 Travel Agent with experience in planning trips to 5 different continents for individuals and large corporations.

Qualifications
 Planned travel itineraries for CEO's of 10 major corporations
 Earned "Travel Agent of the Year Award" and other recognitions
 Helped over 1500 customers choose travel destinations
 Traveled to over 20 countries
 Led 3 travel groups to South America

Education
Associates of Applied Science in Tourism June 2010
 Sinclair Community College
 Dayton, Ohio

Related Experience

Assistant Manager
All Earth Travel; Dayton, Ohio 2008 – present

- Earned "Travel Agent of the Year" Award for Dayton, OH – 2009
- Supervise 3 travel agents
- Plan travel arrangements for trips costing \$10,000+
- Receive and address customer complaints
- Work with the Dayton International Airport in negotiating contracts
- Serve approximately 1000 customers a year

Travel Agent
Kim's Travel Agency; Cincinnati, Ohio 2006-2008

- Received bonus for being the Top Salesperson – 2007
- Provided travel information about points of interest and transportation
- Sold travel insurance to 50% of the customers
- Maintained confidential client information
- Developed travel itineraries for customers

Other Work Experience

Customer Service Representative 2003 – 2006
GE Corporation; Louisville, KY

- Received "Gold Star" award for excellent service – 2005
- Referred customers to the appropriate department
- Helped customers solve their laundry machine problems
- Answered customer calls
- Resolved customer complaints

Languages
 Fluent in English, Spanish and French
 Conversational level in German

Chronological

KAREN BRADY
 105 East Orchard Street
 Dayton, Ohio 45409
 (937) 555-9087
 karenbrady@yahoo.com

OBJECTIVE
 To obtain a position as a Communications Coordinator.

EDUCATION
Associate of Arts- Communication Sinclair Community College Dayton, Ohio
 June 2010

SKILLS

- Writing news briefs.
- Creating and facilitating presentations to upper management.
- Utilizing Media B Database.
- Organizing and promoting large scale events.
- Highly proficient in Microsoft Office 2007

EXPERIENCE

Media Relations Coordinator WHIO TV Dayton, Ohio
 January 2010 – present

- Coordinate weekly press clips for anchors and journalists.
- Execute nationwide television listings which are projected throughout 200 markets.
- Write and update programming notes and media advisories to various media outlets.
- Facilitate "New Intern Training" for all new interns.
- Assist in developing the Nightly News anchor debriefing.
- Help plan the annual "Bring your daughter to work" Day.

Studio 5 Intern WGBN St. Louis, Missouri
 Summer 2009

- Responded to over 500 letters of compliment and complaint.
- Entered data into the Media B Database.
- Interacted with nightly news anchors.
- Coordinated a field trip for all of the interns.
- Facilitated presentations to news anchors and upper management.
- Served as the Student Publicity Officer.
- Utilized Microsoft Office to create databases, write reports, and create presentations.
- Collaborated with WBTN on a fundraising effort.

CAMPUS ACTIVITIES

- President of the Public Relations Student Club; Sinclair Community College
- Writer for The Clarion – a student run newspaper
- Active member of Society of Professional Journalists

