

KELLY WHITCOMB

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SUMMARY OF QUALIFICATIONS

- Administer human resource functions through technology and human resource information systems
- Develop and prepare reports necessary to carry out the functions of the human resource department
- Provide assistance for the recruitment and retention of employees
- Develop and evaluate effective training programs

EDUCATION

Northeast Wisconsin Technical College, Green Bay, WI May 2018 – Present

Associate Degree: *Human Resources*

- *Related Coursework:* Accounting, Career planning, Human Resource Management, Legal Issues-Supervisors, Career Preparation, Employee Recruitment/Retention, Compensation/Benefits Administration, Legal Issues and Compliance-Advanced

EXPERIENCE

Human Resources Intern

PKF NA, Green Bay, WI May 2018 – Present

- Skills in gathering and articulating information, recommending, initiating and making decisions
- Experience with an online human resources system
- Ability to be an effective team member and handle projects responsibly with strong customer results orientation
- Experience in working with employee benefit vendors

Human Resources Intern

Fred Finch Youth Center, Green Bay, WI April 2016 – December 2018

- Interacted and worked well with all levels of management and staff, while maintaining confidentiality
- Culturally sensitive and able to work well under pressure
- Drive change and foster organizational flexibility
- Administered the electronic I-9 program, and provided related reporting

Shift Leader

McDonald's, Green Bay, WI August 2013 – January 2016

- Supervised a crew of 2 to 6 people by creating daily responsibility charts and scheduling
- Handled complaints and comments
- Configured end of night paperwork, balanced cash registers, and made daily bank deposits