

Demonstration of Transferable Skills Human Resources

KIM CARDELLA
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EDUCATION **Cornell University**, School of Industrial and Labor Relations, Ithaca, NY
Bachelor of Science in Industrial and Labor Relations, May 2012
Cumulative G.P.A. 3.76 • Dean's List all semesters

RELEVANT COURSES

Staffing, Training and Development • Macro/Micro Organizational Behavior • Macro/Micro Economics
Labor and Employment Law • Human Resource Economics and Public Policy • Employee Relations • Staffing
Organizations • Training

WORK EXPERIENCE

Texas Instruments, Inc., Dallas, TX Spring/Summer 2011
Staffing Intern

Benchmarked competitor student programs including compensation rates • Designed student program survey; analyzed and presented results • Prepared competitive analysis for student program pay rates and entry-level pay rates for non-exempt employees • Conducted training on student programs, resume writing, and behavioral interviewing techniques • Planned and executed TI's presence at national and regional career fairs • Conducted interviews and selected candidates for campus recruiting positions • Analyzed and communicated strategy for college rankings

School of Industrial and Labor Relations, Ithaca, NY Fall 2010/Fall 2011
Teaching Assistant, Statistics 210

Led weekly discussion sections with twenty students • Graded weekly homework assignments • Held weekly office hours to review students' questions • Proctored and graded examinations • Responded to e-mail and telephone inquiries from students

Uris Library, Ithaca, NY Fall 2008-Fall 2011
Reference Assistant

Proofread text written by head librarian • Handled data entry of statistics • Performed general office tasks

Law Offices of Bartolomei & Associates, Niagara Falls, NY Summer 2010
Legal Assistant

Screened incoming calls for entire staff • Initiated outgoing calls as requested • Scheduled all court dates, depositions, and other activities of lawyers • Prepared legal documents (duplicating, binding, and notarizing) and mailed to courts, defendants, plaintiffs, and other lawyers • Performed general administrative duties to ensure efficient daily operation of office

TOPS Markets, North Tonawanda, NY August 2006-August 2010
Front-End Supervisor/Cashier

Solved customer and cashier problems • Served as liaison between other cashiers and managers • Managed, trained, and supervised cashiers • Received Cashier of the Month Award for customer service and dedication
Verified contents of cash drawer at beginning and end of each shift

ADDITIONAL SKILLS Microsoft Office Suite • Adobe InDesign • LexisNexis • Photoshop • Microsoft Access

AWARDS Cornell Tradition • NYS Merit Scholarship • Cornell Club of Greater Buffalo Scholarship

ACTIVITIES Alpha Omicron Pi Sorority, Social Chairperson (Fall 2009), Alumnae Relations (Spring/Fall 2010) • ILR Student Advisor • Society for Human Resource Management (SHRM)
Attended 2011 SHRM National Conference in Las Vegas, NV