

Sarah Peters

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Present Address (until May 20XX)

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Permanent Address

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OBJECTIVE

To secure an internship in human resources

EDUCATION

Bachelor of Science in Business Administration, 5/06
Concentration: **Management**, Minor: **Psychology**

State University College at Buffalo, New York
GPA: 3.6/4.0, Dean's List 4 Semesters

RELATED COURSEWORK

Human Resource Management
Personnel Psychology

Principles of Management
Organizational Behavior

Psychology in the Workplace
Business Law

CLASS PROJECT

Training and Development

Spring 2005

- Created a Management Development program with a focus on 360 Degree Feedback and effective communication and supervisory styles that culminated in a 15 page paper and presentation.

RELATED EXPERIENCE

Human Resources Clerk, M & T Bank, Buffalo, New York

5/05-8/05

- Answered employee benefits questions, and logged and reviewed applications
- Maintained over 2,500 employee files to ensure compliance with company and government regulations
- Created marketing materials to promote training sessions and upcoming events
- Entered employee information into HRIS system on a daily basis

STUDENT ORGANIZATIONS

Society for Human Resource Management

8/04-present

COMPUTER SKILLS

Costpoint; Microsoft Word, Excel, PowerPoint, Outlook; Internet; Adobe Photoshop

WORK EXPERIENCE

Phonathon Member, Buffalo State College Alumni Affairs Office, Buffalo, New York

9/03-5/05

- Raised more than \$3000 in donations for Buffalo State through solicitation from parents and alumni
- Notified alumni of upcoming events on campus
- Prepared and mailed out pledge cards to individuals who made donations

Sales Associate, Barnes & Noble, Amherst, New York

12/03-2/05

- Provided customer service by answering questions, locating books, and making recommendations
- Awarded Employee of the Month 11/04