

FIRST NAME LAST NAME

City, ST | Phone Number | Email Address | LinkedIn URL

EDUCATION

The University of Tampa

Bachelor of Science in Psychology

GPA: 3.6

Tampa, FL

May 2026

INTERNSHIP EXPERIENCE

Raymond James Financial

Human Resources Intern

St. Petersburg, FL

January 2025-May 2025

- Supported the Human Resources team with day-to-day operations, including onboarding, personnel file management, and HRIS data entry.
- Coordinated employee engagement initiatives and internship program events, helping foster a positive and inclusive workplace culture.
- Conducted research and benchmarking for HR policy updates and best practices, contributing to compliance and continuous improvement efforts.
- Collaborated with HR business partners to prepare reports on headcount, turnover, and talent acquisition metrics using Microsoft Excel and HRIS tools.
- Participated in the screening and scheduling of candidates, gaining hands-on experience in recruitment workflows and applicant tracking systems.

EXPERIENCE

University of Tampa – Vaughn Information Desk

Lead Information Desk Assistant

Tampa, FL

August 2024 – Present

- Oversaw 24 information desk assistants and properly ensured they accurately handled and managed doing the loan key system, lost and found, and receipt and delivery of packages.
- Acted as a liaison between the supervisor and team. Made sure that the team and supervisor understood each other's needs, communication, and wants in improving the Vaughn Information Desk.
- Conducted bi-weekly meetings with the team of information desk assistants to discuss any updates and answer any questions or concerns.

Information Desk Assistant

January 2023- August 2024

- Oversaw the loan key system and Law-Abiding Students Ever Ready (L.A.S.E.R) service, handled lost and found items, managed emails that were sent to students, served as point of contact for receipt and delivery of packages, and opened and closed the information desk.
- Provided guidance to students, professors, parents, and guests with answers and information to their questions.

CAMPUS & COMMUNITY INVOLVEMENT

- Kappa Alpha Theta Sorority, *Member*
- UTAMPA 101/102 First Year Seminar Course, *Peer Mentor*
- Feeding Tampa Bay, *Volunteer*

August 2022-Present

August 2023-May 2024

December 2022

SKILLS & CERTIFICATOINS

Computer: Microsoft Office Suite (Word, PowerPoint, Excel, SharePoint), Adobe Acrobat

Certifications: SafeZone Certified, University of Tampa, March 2023

EXPLORE

EXPERIENCE

ACHIEVE

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