

Meredith Bluejay

Permanent Address:

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College Address:

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Objective: To obtain a full-time position in Human Resources

Education: Creighton University – Heider College of Business, Omaha, Nebraska May 20XX
Bachelor of Science in Business Administration
Major: Management, Human Resources Track

Relevant Experience: FirstComp Insurance, Omaha, Nebraska January 20XX – Present
Human Resources Intern

- Coordinate and facilitate career fairs for the company
- Interview potential new employees and conduct references checks
- Update FirstComp's career website and online job postings
- Assist the newly established Leadership and Cultural Development Team
- Organize and file confidential personnel records

Creighton University Athletics Department, Omaha, Nebraska September 20XX – May 20XX
Sports Marketing Intern

- Assisted in the design of a website and posted pictures with captions of each member of the Creighton Men's Basketball Team
- Developed and established corporate sponsors
- Organized correspondence and responsible for numerous mass mailings

United States Tennis Association Multicultural Program, St. Paul, Minnesota Summers 20XX – 20XX
Head Tennis Instructor

- Integrated many cultures and worked at creating inventive, organized lesson plans that all students would understand, no matter their native language
- Supervised two large groups of "Summer in the City" students who were very active and energetic
- Trained to handle behavioral difficulties and multicultural differences
- Delegated assigned tasks to four assistants

St. Paul Urban Tennis Program, St. Paul, Minnesota Summers 20XX – 20XX
Head Tennis Instructor

- Created and organized daily lesson plans for four class periods, filled with young tennis players
- Communicated behavioral expectations to both students and family members
- Taught correct behavior in both small and large group settings
- Attended multicultural events to help introduce the game of tennis

Additional Experience: Blue Sushi Sake & Grill, Omaha, Nebraska September 20XX – Present
Server & Trainer

- Trained to both follow directions and delegate duties
- Help open the restaurant and train new employees

Activities & Awards: Alpha Kappa Psi Business Fraternity August 20XX – Present
Anna Tyler Waite Leadership Program, Level 4 August 20XX – Present
Cortina Community (service living-learning community) August 20XX – May 20XX
Inter Residence Hall Government, Campus Programming Chair April 20XX – December 20XX
Ignatian Leadership/Service Scholar

Volunteer: White Bear Community Art Center:

- Organized Art Room, created newsletters, and improved the computer system

Omaha Public and Private School districts
St. Paul Public and Private School districts