

Calista Communication

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EDUCATION

Xavier University, College of Arts and Sciences, Cincinnati, Ohio May 20XX
Bachelor of Arts, Communication Studies
Minor: Strategic Human Resource Management

HUMAN RESOURCES/RECRUITING EXPERIENCE

Xavier University- Cincinnati, OH August 20XX-Present
Student Ambassador, Admissions

- Provide detailed and energetic tours to prospective families and engage with Xavier applicants and accepted students via phone, email, mail, and social media
- Participate in weekend visit days and present on student ambassador panels to groups of 50-200 prospective students and their families
- Create and post content on student ambassador social media accounts, including Twitter and Instagram

Uline- Pleasant Prairie, WI May 20XX- August 20XX
Human Resources Intern

- Recruited for corporate roles through sourcing and by participating in the interview process
- Created, filmed, and presented recruiting video to be used in the 2021-2022 recruiting cycle for interns and full-time employees
- Planned and executed several social and networking events for Uline interns, including Milwaukee Brewers baseball game and Meet the Interns day, increasing attendance by 20% through promotional materials
- Gained experience in several functional areas of HR, including analytics, benefits, compensation, talent management, and payroll

CAMPUS INVOLVEMENT

Xavier Newswire, *Campus News Writer* September 20XX-May 20XX

- Create, write, and edit meaningful stories on campus news topics for the independent student newspaper of Xavier University, including recent events, and advocacy for clubs and organizations
- Collaborate with other writers to organize and edit articles in student newspaper

Human Resources Club, *Member* December 20XX-Present

OTHER WORK EXPERIENCE

TJ Maxx, Chicago, IL Summer 20XX & 20XX
Assistant Store Manager

- Promoted to Assistant Store Manager after one summer due to exceptional customer service and leadership