

Tina Booker
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OBJECTIVE: Human Resources

EDUCATION: **Bachelor of Science, Human Resources**, 05/2003
Medaille College, Buffalo, New York
GPA: 3.5/4.0

**RELEVANT
EXPERIENCE:**

Fall 2002-Present **Human Resources Generalist** Intern, Rich Products Corporation, Buffalo, New York

- Provide employees with information regarding compensation, payroll, benefits, and regulations
- Assist with orientation of new employees
- Prepare payroll reports for Chief Operating Officer
- Manage and file paperwork for personnel records
- Word Processing
- Answer multi-line phone and redirect calls

1998-Present **Office Clerk/Bookkeeper**, Tops Friendly Markets, Buffalo, New York

- Supervise operations of business office
- Teach employees office regulations and procedures
- Manage and monitor cash drawers for cashiers
- Record and balance daily transactions
- Prepare daily reports for corporate office
- Process bank transactions

1999-2002 **Administrative Assistant**, Medaille College Office of Student Development, Buffalo, New York

- Provide general office clerical support
- Greet visitors and students
- Answer phones
- Address student questions and facilitate resolution to problems

**OTHER
EMPLOYMENT:**

Summers 2002,2003 **Activities Coordinator**, Buffalo Department of Parks and Recreation, Buffalo, New York

Plan activities for summer recreation programs

- Supervise youth ages 5-16
- Organize field trips to various museums and cultural organizations
- Keep records of attendance
- Assess success of activities

ACTIVITIES: Student Activities Board, **Member**, 2000-Present
Medaille Medallion Yearbook, **Business Manager**, 2001-Present
Student Volunteer Center, **Member**, 2001-2002

INTERESTS: Aerobics, Skiing, Cooking

REFERENCES: Upon Request