

Rowdy RiverHawk

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Broken Arrow, OK 74014

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Education

Bachelor of Science in Psychology

Northeastern State University, Broken Arrow, OK
Minor: Management

Expected May 2020

GPA: 4.0/4.0

Relevant Experience

Recruiting Specialist, ProRecruiters

Tulsa, OK

March 2018 – Present

- Recruit qualified candidates for job placement in businesses in the Tulsa area
- Administer skills surveys for clients to identify talent for employment placements outsourced to the firm
- Mediate hiring and employment negotiations between employer and employee candidates for job placements by sharing needs of each to reach an agreement on employment
- Guide caseload of 12 recruitment candidates through the job application procedures for various companies in the Tulsa area

Additional Experience

Server, Charleston's Restaurant

Broken Arrow, OK

May 2016 – March 2018

- Provided quality customer service to 8 tables per shift by serving patrons in a timely, courteous manner
- Managed financial transactions of food orders for assigned tables
- Marketed weekly specialty menu items to restaurant customers for sale and consumption
- Maintained visual appeal of the restaurant by cleaning areas visible to the customers and keeping unused tables and chairs arranged neatly

Activities

President, Psychology Club –Northeastern State University

Broken Arrow, OK

August 2018 – Present

- Plan and manage student organization meetings collaboratively with 4 other club officers
- Review applications of potential new members and decide if their academic qualifications meet club standards

Volunteer, Habitat for Humanity

Tulsa, OK

February 2016 – May 2018

- Built homes for families in need of affordable housing to provide life-changing benefits
- Led team of volunteers, delegating tasks to complete building projects
- Organized ReStore and priced inventory for the sale of donated items to help Habitat for Humanity partner with local families

Honors and Awards

President's Leadership Class Scholarship

President's Honor Roll

Dean's Honor Roll

Fall 2016 – Spring 2020

Fall 2016 – Spring 2018

Fall 2016 – Spring 2018