

# Susan L. Schumacher

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**Current:** 221 College Street, Maryville, MO 64468 **Permanent:** 1311 S. 95<sup>th</sup> Street, Kansas City, MO 64669 **Phone:** 555-555-5555

**OBJECTIVE** Human Resources Specialist position in the Office of Human Resources

## EDUCATION

Northwest Missouri State University (NWMSU), Maryville, Missouri  
**Master in Business Administration (GPA: 4.0/4.0)** December 2008  
**Bachelor of Science in Industrial Psychology (Major GPA: 3.18/4.0)** May 2007  
Minor in Business Management

## RELATED EXPERIENCE

*Intern*, Human Resources Department, Heartland Hospital East, St. Joseph, Missouri Summer 2007

- Collected, arranged, wrote, and edited information for the departmental policy manual to align with the requirements of the hospital
- Assisted with new employee orientation and tours on a monthly basis
- Attended meetings with Human Resources staff, including benefits, management, administration, and Job Services Employee Committee
- Participated in the administration of the annual survey for the Human Resources Department

*Office Assistant*, Human Resources, NWMSU, Maryville, Missouri August 2007 - Present

- Effectively communicate with students, employers, and university workforce on a daily basis
- Coordinate with co-workers and professional staff members on projects assigned throughout the office
- Answer multiple telephone lines and transfer calls to appropriate offices
- Set up appointments for professional and support staff members

*Office Assistant*, Mountain Physical Therapy, Kansas City, Missouri Summer 2006

- Created and organized patient charts in a confidential manner
- Assisted office manager in the scheduling of new patients and new patient forms
- Collected payments and recorded receipts on computer

*Volunteer*, St. Francis Hospital, Maryville, Missouri Fall 2005 - Spring 2006

- Filed insurance claims and organized payment slips
- Delivered magazines and books to patients

## COMPUTER SKILLS

PowerPoint, Word, Publisher, Excel, WordPerfect, QuattroPro, Access, Internet Explorer

## ACTIVITIES

Varsity Basketball Fall 2002 - Spring 2007

- Captain Fall 2006 - Spring 2006

## AWARDS/HONORS

Society for Human Resource Management January 2005 - Present  
Delta Mu Delta August 2004 - Present  
Academic Honor Roll (3.0/4.0) December 2004 - December 2007

## WORK EXPERIENCE

*Server*, A&G's Restaurant, Maryville, Missouri February 2004 - May 2006  
*Ticket Sales*, Kauffman Stadium, Kansas City, Missouri Summers 2003 and 2004