

Emmy Njaaga

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OBJECTIVE: A reliable, team oriented professional seeking a job for the summer of 2016 to fully utilize, practice, and develop skills gained through experience and education in Human Resource Management.

EDUCATION

Auburn University | *Auburn, AL*

Bachelor of Science in Business Administration, May 2018 (expected)

Major: Human Resource Management | Minor: Psychology

GPA: 3.46/4.0

EXPERIENCE

OCV, LLC. (Auburn, AL) | *Human Resources and Sales* | Apr. 2016 - Pres.

- Make phone calls to set appointments for prospective clients to go through a demo of OCV's custom IOS and Android apps.
- Conducts semi-annual evaluations of the employees.
- Recruit for new hires when positions are available.

Auburn University (Auburn, AL) | *Office of Development – Phonathon Student* | Feb. 2015 – Pres.

- Responsible for learning different given areas and clubs, having knowledge of the university, updating biographical and demographic information of prospects, and channeling constructive alumni response while maintaining standards of performance.
- Raised over \$15,000 to date for various university departments.

Camp Indian Springs (Birmingham, AL) | *College Counselor* | June 2015 – Aug. 2015

- Led a group of 12-15 seven and eight-year-old girls for seven weeks through various activities, most of which were personally created.
- Instructed High School Counselors how to create a fun and safe summer camp environment in order to help train them for my position for when they became of age.

Saks Fifth Avenue (Birmingham, AL) | *Talent Manager Shadowing* | Dec. 2014

- Followed and interviewed Cherise Thomas, Talent Manager at Saks Fifth Avenue.
- Assisted Thomas in increasing organizational effectiveness by walking the floor, interacting with the sales associates, and listening to the problems they were facing at the job all while making sure they were where they needed to be and approachable to customers.
- Assisted Thomas in approaching corporate about employee conflict that occurred.
- Was middle-woman for communication between Thomas and the prospects that came to interview for a position at Saks Fifth Avenue.

Hoover City Schools (Birmingham, AL) | *Extended Day Care* | Aug. 2013 – May 2014

- Practiced timeliness by keeping a group of 20+ students on a schedule after their school day.
- Managed their personalities so that they would be able to behave well with each other.
- Delegated each child's responsibilities in order to move on to the next task promptly.

INVOLVEMENT

Society for Human Resource Management | *Treasurer* | Jan. 2016 – Pres.

Our House Ministries | *Volunteer Tutor* | Jan. 2016 – Pres.

Impact America: SaveFirst Initiative | *Certified Tax Preparer* | Dec. 2015 – Pres.

Auburn University Women's Resource Center | *Expo Coordinator* | Aug. 2015 – Pres.

Pathways Women and Children's Center | *Volunteer* | Oct. 2012 – Jul. 2015

SKILLS

Microsoft Word, Excel, PowerPoint, Access, and SharePoint