

## Sandy Smith

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Elon, NC 27244

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100 Spring Valley Lane  
New York, NY 10001

### EDUCATION

**Bachelor of Arts, Psychology**, Elon University, Elon, NC December 2017  
Minors in Business and Human Service Studies  
GPA 3.7; Odyssey Scholar, Phi Kappa Phi  
Study Abroad: South Africa-The Call of South Africa January 2016

### RELEVANT EXPERIENCE

**Michael Kors** Summer 2016  
*Recruiting Intern* New York, NY

- Assisted with all aspects of the new hire process including background checks and I-9 processing
- Organized personnel files and HR filing system
- Coordinated campus events, interview days and onboarding as directed
- Utilized iCIMS-Applicant Tracking System (ATS) to track and report on candidate status
- Resolved on-site logistical issues during office visits

**Global Change Project** Summer 2015  
*Human Resources Intern* New York, NY

- Designed and posted internship opportunities on websites
- Corresponded with prospective interns and determined eligibility of candidates
- Conducted phone and in-person interviews and made hiring recommendations for interns
- Updated and maintained customer relationship databases

### LEADERSHIP & SERVICE

**Society of Human Resource Management, Elon Chapter** Fall 2016-present  
*Treasurer* Elon, NC

- Prepare and monitor \$1000 budget and regularly share updates with executive board members
- Collaborate with board members to plan and execute 2 fundraisers annually

**Delta Delta Delta** Spring 2015-Spring 2016  
*Secretary/Historian* Elon, NC

- Recorded minutes, photographed events and assembled scrapbook to highlight organization's annual achievements

**Boys and Girls Club** Fall 2014-Fall 2015  
*Tutor* Burlington, NC

### UNDERGRADUATE RESEARCH

**Factors influencing college student decision to engage in "risky behaviors"** Spring 2015-present

- Conduct interviews with current students to assess determinants impacting decision to drink alcohol or regularly utilize illicit substances
- Analyze data and prepare report of findings
- Present findings during poster session at Spring 2016 Student Undergraduate Research Forum

### SKILLS

SAS, Microsoft Excel, Adobe InDesign and Photoshop