

CARLY WALTER

OBJECTIVE

A self-starting, highly motivated individual looking for an internship related to major in Information Sciences and Human Resources.

EDUCATION

University of Wisconsin - Green Bay Green Bay, WI

B.S. in Information Science with Human Resource Emphasis

- Intended graduation, May 2002
- Dean's List, 2000-2001
- Treasurer, Society for Human Resource Management

WORK EXPERIENCE

05/01 – 09/01 Staff-Plus, Inc. Minneapolis, MN

Staffing Coordinator Intern

- Conducted candidate pre-screening and interviewing
- Assessed candidates to determine best fit for job placements
- Fulfilled staffing needs of clients with quality personnel

01/01 – 05/01 St. Vincent Hospital Green Bay, WI

Human Resources Intern

- Revised and updated job descriptions and performance review forms
- Conducted wage survey used in evaluating positions within the hospital
- Called applicant references and documented reference checks

03/00 – present 4Factors.com Minneapolis, MN

Web Page Editor

- Clients include *The Melpomene Institute* and the *Minnesota Association for the Education of Young People*
- Maintained websites using Microsoft Front Page Editor and HTML

06/00 – 09/00 Marquette Capital Bank, N.A. Minneapolis, MN

Teller/Receptionist

- Provided customer service to high profile client accounts in Private Banking
- Trained new employees on procedures and job duties
- Revamped log books and spreadsheets in preparation for annual audit

COMPUTER KNOWLEDGE

Proficient in Microsoft Office Suite including Word, Excel, FrontPage, Outlook, PowerPoint, and Publisher

Experienced in using PeopleSoft and StarSearcher, human resource database software