Memphis, Tennessee

# SKILLS

Tom Tiger

901-555-5555

[ttiger@memphis.edu](mailto:ttiger@memphis.edu)

Consumer Product Sales, Brand Management, Inventory Control, HRIS, Data Entry, Advertising, Customer Service

# PROFESSIONAL PROFILE

*Leadership*

* Gained knowledge of managerial aspects of nonprofit organizations through Management of Organizations, Planning and Improvement of Public Organizations and Human Resources Courses
* Supervised the Society of Human Resources Management (SHRM) executive board and presided over e-board and general body meetings
* Updated and revised SHRM Constitution and Bylaws and prepared monthly reports

*Marketing/Promotion*

* Designed and arranged award-winning displays for back-to-school promotions in Junior Department
* Participated in class project identifying East Tennessee market opportunities; used research to plan and implement a competitive marketing strategy
* Assigned to Junior Department buyer for six weeks, including trip to New York market
* Increased sorority membership by 20% as Delta Delta Delta Rush Chairwoman
* Attended Atlanta American Marketing Association (AMA) regional conference and Knoxville AMA chapter meetings

*Training and Development*

* Educated over 100 students on organization’s mission, goals, and initiatives in preparation for membership
* Conducted transition meetings to train the incoming executive board members on the policies and procedures of the Society of Human Resources Management
* Organized and executed workshops, presentations, and guest speakers for SHRM meetings and member events
* Established a clear set of objectives and operating plan for the chapter year

*Communication*

* Conversational in Spanish
* Wrote new employee training manual for all new sales associates
* Selected to lead class presentation of marketing project results; team received only “A” given in section
* Made cold calls and follow-up visits to vendors throughout the region to support sorority philanthropy events
* Generated more than $2, 000 in goods and financial support from companies
* Updated and revised SHRM Constitution and Bylaws and prepared monthly reports using Microsoft Excel and Access

# ACTIVITIES

Emerging Leader, 2021 - 2022

Society of Human Resources Management, President, Fall 2021 - Spring 2022

Alpha Kappa Psi Professional Business Fraternity, Membership Chair, Fall 2020 - Spring 2021

# HONORS

Deans List, Fall 2020

Memphis Bright Futures Medallion Scholar, January 2019 EDUCATION

**University of Memphis**

Bachelor of Business Administration GPA 3.57

# EXPERIENCE

**Urban Fellow Intern,** *City of Memphis Human Resources Department,* Memphis, TN

**Lead Cashier,** *TJMaxx,* Memphis, TN

**Cashier,** *Walgreens Drug Store,* Memphis, TN

Memphis, TN Major: ***Human Resources***

May 2022

May 2021-Present August 2019-May 2021

January 2019-June 2019