

Tom Tiger

Memphis, Tennessee

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SKILLS

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

Memphis, TN

Major: **Human Resources**

May 2022

EXPERIENCE

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

May 2021-Present

Lead Cashier, *TJMaxx*, Memphis, TN

August 2019-May 2021

Cashier, *Walgreens Drug Store*, Memphis, TN

January 2019-June 2019