

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

Cashier, Walgreens Drug Store, Memphis, TN

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

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

May 2022

May 2021-Present August 2019-May 2021

January 2019-June 2019