

Internship Resume

3009 H ST. Apt B ARCATA, CA 95521
PHONE (707) 297-8499 E-MAIL ARF79@HUMBOLDT.EDU

AMANDA FITZBERG

OBJECTIVE To obtain an internship in Human Resources for the summer

EDUCATION Humboldt State University, Arcata, CA
Major: **Sociology**, Senior Class Standing, Major GPA 3.6

HUMAN RESOURCE EXPERIENCE Staffing Systems New York City, NY
Human Resource Intern (May 07-July 07)
Qualified leads for sales, trained in Salesforce software, sourced for qualified candidates, interviewed, wrote & posted job descriptions; put together fax broadcasts for marketing.

GROUP DYNAMIC EXPERIENCE Fierce Orientation Program Arcata, CA
Counselor (July 05-present)
Provided clear and concise information about the University and registration to groups of incoming freshman and transfer students ranging from one on one to 40. Functioned as a resource and comfort to new students and their guests.

Residence Hall Association Arcata, CA
President (May 06-May 07)
Facilitated meetings, developed agendas, created presentations, represented residence hall community to various groups and administrators on HSU campus, advised other RHA members, created & implemented leadership activities and programs.

PRESENTATION EXPERIENCE Pacific Affiliate College and University Residence Halls
Conference Presenter
Humboldt State University, Arcata, CA (Fall Semester '04)
San Jose State University, San Jose, CA (Fall Semester '05)
Central Washington University, Ellensburg, WA (Fall Semester '06)

CUSTOMER SERVICE Old Navy, **Cashier**, Thousand Oaks, CA (May 05-July 05)
Staples, **Cashier**, Westlake Village, CA (Summers '05 & '06)
Seven Hills Café, **Manager**, Tujunga, CA (Feb. 04-Aug. 04)

AFFILIATIONS Humboldt State University
Clock Tower Board of Directors, Sept 05-present
Student Funding Committee, Oct 06-present
Legislative & Advocacy Board, Chair, May 05-May 06
Residence Board, Chair, May 05-May 06

CONFERENCES Diversity Conference, Humboldt State University (Fall Semesters 2004-2006)
Leadership Conference, Humboldt State University (Fall Semesters '04 & '05)

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REFERENCES Justice Tatum
(formerly Residence Life Coordinator)
Director-Residence Life
Loique Rinhall University
3008 Uphill St.
Lion, VT 95361
(805) 821-3451

Glorious Thompson
Fierce Orientation Program Director
Humboldt State University
1st Impact St.
Arcata, CA 95521
(707) 821-3507

Ashlee LeChat
Fierce Orientation Program Director
Humboldt State University
1st Impact St.
Arcata, CA 95521
(707) 821-3507

Franky Cheapsuit
Sales Director
Staffing Systems
268 Madison Ave, 2nd Floor
New York, NY 10018
(212) 712-2134