

# Skylar Clemons

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## PROFILE

- Detail-oriented worker with administrative experience in Recruiting.
- Known for creating a positive work environment through strong interpersonal skills and service-oriented attitude.
- Praised for hard work, dedication, and leadership.
- Electronic portfolio available at <http://spolberding2011.wix.com/skylar-clemons>.

## EDUCATION

### Bachelor of Science, Double Major: Business Management and Marketing

May 2015

Northwest Missouri State University | Maryville, Missouri

GPA: 4.0/4.0

#### Honors/Activities:

- Phi Eta Sigma National Honor Society
- Sigma Society Historian
- Presidential Honor Roll (4 trimesters)
- Delta Mu Delta Fundraising Committee

## RELATED WORK HISTORY

### Talent Acquisition Intern | Farmers Insurance Group | Olathe, Kansas

June 2013-Aug 2013

- Reviewed résumés to determine applicant qualifications and offered input to Recruiters.
- Contacted applicants over the phone and email to set up interviews and presented offer letters to candidates.
- Shadowed several departments to increase knowledge about their job descriptions.
- Exhibited leadership skills while assisting in conducting two, two-hour Realistic Job Previews during the interviewing process.

### Office Assistant | Textbook Services | Maryville, Missouri

Aug 2012-Present

- Collaborate with a team of 15 to efficiently package textbooks for 5,500 Northwest students.
- Answer student questions and quickly make order adjustments to students with a course change.
- Communicate with students while checking in books, renting new books, and answering questions.

### Booth Worker | Indian Cave State Park | Shubert, Nebraska

May 2012-Present

- Record campers' personal information using ActiveWorks and Store Manager software.
- Accurately receive and process up to \$1,000 per day from camping fees, permit fees, and horseback rides.
- Exhibit professional interpersonal skills while answering customers' questions and answering phone calls.

### Waitress | A&G Restaurant | Falls City, Nebraska

May 2009-Aug 2009

- Provided service in a fast paced restaurant environment for up to 70 customers per night.

## COMMUNITY SERVICE ACTIVITIES

- **Sigma Society Women's Service Organization** | Perform 20 hours of community service per trimester for two years
- **Meals on Wheels** | Delivered meals to the elderly an hour per day during the month of May for six years