

LILA MACINTOSH

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OBJECTIVE

Seeking a human resources position that will draw on my education, relevant experience, and personal skills

EDUCATION

Philadelphia University, Philadelphia, PA

Candidate: M.S. Human Resource Development (May 2007)

Glennburge University, Buffalo, NY

B.A. Psychology (Cum Laude)

PROFESSIONAL MEMBERSHIPS

- **Student member** of the Society for Human Resource Management
- **Secretary** for the Glennburge Chapter of SHRM

RELEVANT EXPERIENCE

American Red Cross, Philadelphia, PA

Fall 2004

Human Resources Assistant

- **Managed interview** scheduling for candidates and managers
- **Performed screening** interviews to ensure efficiency in both the recruiting process and use of managers' time
- **Represented the organization** at "Meet & Greets" to provide information, forms, and applications to candidates
- **Assessed employee fit** by administering and scoring Predictive Inventory (personality assessment test) and conducting reference checks
- **Conducted candidate follow-ups**, offering positions and scheduling physicals
- **Ensured all employee information** was correctly handled and entered into the EEO database

Philadelphia University Human Resource Department

Fall 2004

Graduate Student Assistant

- **Helped employees** maintain full benefits and pay status by creating and maintaining system to track hours, sick days, and time off
- **Determined pension** enrollment eligibility by tracking employees' length of service at the University
- **Mastered the Human Resource Information System (HRIS)** to collect data regarding pension, employee assignments, and accrued sick leave
- **Created and disseminated** health benefit information packets
- **Managed guest list** for annual employee recognition ceremony
- **Triaged all incoming queries** to manage call volume and provide efficient customer service

SKILLS

- **Microsoft Office:** Word, Excel, Power Point, Outlook, and Access
- **HRIS, SPSS** (Statistical Package for the Social Sciences), ABStat (statistical software), and Dreamweaver