

Andrew Patrick Gallagher

12 Trafalger Court

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Summary of Qualifications

- Customer service skills, clear communicator, handles pressure well
- Organized, excellent time management skills
- SAP and MUNIS experience
- Microsoft Office, Word, Excel, PowerPoint

Education

- Rowan University, Glassboro, NJ December 2018
- Bachelor of Human Resource Management

Related Coursework

- Management of Compensation, Recruitment and Selection, Management of Human Resources, Labor/Employee Relations, Legal Aspects of Human Resources

Work Experience

Human Resources Intern at Delaware River and Bay Authority June 2018- August 2018

- Performing recruitment projects such as sorting applications into Qualified, Maybe Qualified, and Not Qualified while updating their application status in MUNIS, our HR information system.
- Calling applicants and scheduling interviews, calling candidates' references and typing up combined justifications for hire following interviews.
- Extensive file management

Wawa, Deptford, NJ, Customer Service Associate April 2013- June 2017

- Engaging customers and providing them with excellent customer service
- Training new employees while utilizing leadership skills
- Achieved award for most snack sales in 2014
- Recruiting team members

Hoy's 5&10, Ocean City, NJ, Retail June 2012- September 2012

- Ensure all customers receive excellent service through direct salesmanship, and prompt service
- Assisting customers with questions, needs, and purchases
- Replenishing stock

Leadership Experience

Treasurer of SHRM (Society of Human Resource Management) April 2018- Present

- Attended National SHRM Conference 2018, Chicago

Rowan Club Soccer Treasurer February 2015- Present

- Manages team's financial needs
- Organizes seasonal fundraising events

Extracurricular Involvement

- Volunteer, Leukemia and Lymphoma Society Light the Night, Oct. 2013-Present(Annual)
- Student Member, Society of Human Resource Management(SRHM), Nov. 2017-Present

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