

Stephanie Cutrera
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EDUCATION:

Rowan University, Rohrer College of Business
BS Human Resource Management GPA 3.3

Glassboro, NJ
December 2018

Rowan College at Gloucester County
AS Business Administration GPA 3.2

Sewell, NJ
December 2016

RELEVANT COURSEWORK:

Management of Human Resources
Legal Aspects of Human Resource Management
Psychology of Conflict and Conflict Resolution

Management of Compensations
Recruitment and Selection

PROFESSIONAL EXPERIENCE:

Voorhees Truck Service – HR Intern

Sept 2018 - Dec 2018

- Read through applications and was able to schedule interviews and sit in on phone interviews.
- Sat in on interviews and asked a series of question that went along with the job the candidate was applying to.
- Updated job postings on websites
- Maintained routine clerical tasks throughout the office
- Learned about health care options and benefits that are offered to employees

Eye Physicians– File Clerk

Aug 2015- Present

- Maintain the file room and make sure that files get placed back where they belong
- Reach out to patients and make follow phone calls to confirm appointments
- Help patients schedule appointments around their schedule
- Maintain a calendar for the office tracking appointments and vacation time for people in the office

CLASS POJECTS:

Management of Human Resource Class at Rowan University

Jan 2017- Dec 2017

- Worked with client ResCare New Jersey Inc. and presented various options to increase employee retention
- Managed Project Based Learning project for national healthcare company requesting additional data and research on the topics of Exit/Stay Interviews, HR Metrics, Data and Current Market Trends.
- Researched and presented detailed findings regarding the concept of implementing Stay Interviews versus Exit Interviews

ACTIVITIES:

Human Resource Club
Member of Alpha Epsilon Phi

2017 - 2018
2017 - 2018