

Alexandra Kirk

127 Spring Garden Mill Dr.
Newtown, PA 18940
215-480-2007 | www.linkedin.com/in/alexandrackirk
akirk@g.clemson.edu

Education

Clemson University	Clemson, SC
Bachelor of Science in Management	May 2019
Emphasis in Human Resource Management	GPA: 3.95/4.00
Minor in Spanish	
Study Abroad, University Studies Abroad Consortium	Bilbao, Spain
Management and Spanish coursework	May 2018 - Jun 2018

Experience

CO-DIRECTOR <i>ESCAPE RESORT, RESTAURANT, & BAR</i>	May 2019 - Present; Jun 2017 – Aug 2017 Newtown, PA
<ul style="list-style-type: none">• Supervise and delegate tasks to over 60 employees daily• Administer payroll for 50 servers and bartenders• Resolve all customer complaints and employee grievances• Allocate, track, and reconcile over \$10,000 dollars daily• Schedule servers, food runners, and dishwashers according to forecasted restaurant volume• Established and delivered an interactive customer service training program for servers	
TRAINING DEVELOPMENT COORDINATOR <i>CLEMSON UNIVERSITY DEPARTMENT OF HUMAN RESOURCES</i>	Jan 2019 – May 2019 Clemson, SC
<ul style="list-style-type: none">• Created interactive training packets to increase participation and decrease resource usage by over 40%• Analyzed and organized data into a presentable dashboard to show training progress, effectiveness, and cost analysis• Developed an efficient data collection system to track employee feedback and support continuous improvement• Facilitated and prepared materials for 2-3 staff training sessions per week	
HUMAN RESOURCES CO-OP EMPLOYEE <i>BORGWARNER INC.</i>	Aug 2017 – May 2018 Seneca, SC
<ul style="list-style-type: none">• Created an original, standardized, and efficient process flow for recruiting, interviewing, and orienting new hires• Initiated electronic record keeping of I-9's and E-Verify's and ensured compliance with all government regulations and company policies• Restructured and developed the new hire orientation presentation and trained over 180 employees on company policies, procedures, safety standards, and benefits• Designed and implemented an updated annual performance review process through Workday to ensure proper initiation, tracking, and completion of employee reviews• Screened, recruited, and interviewed over 400 candidates via phone, Skype, and face-to-face meetings	

Leadership & Extracurriculars

DELTA SIGMA PI PROFESSIONAL BUSINESS FRATERNITY <i>Chancellor (2019)</i>	April 2017 – May 2019
<ul style="list-style-type: none">• Conducted the business of weekly chapter meetings with over 75 brothers• Led the Ritual Committee and organized all ritual ceremonies to ensure compliance, efficiency, and excellence• Gained valuable experiences in professionalism, leadership, ethics, and philanthropy	
MANAGEMENT STUDENT ADVISORY BOARD	Aug 2018 – May 2019
<ul style="list-style-type: none">• Represented management students to the College of Business• Solicited funding and academic resources to enhance the management department for students and professors	
SOCIETY FOR HUMAN RESOURCE MANAGEMENT	Jan 2017 – May 2019
<ul style="list-style-type: none">• Enhanced self-knowledge of the human resources field by staying up to date with policy changes and workplace trends• Networked with industry professionals at bimonthly meetings	