

PAIGE L. EVANS

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EDUCATION:

King's College Wilkes-Barre, PA Graduated May 2016
McGowan School of Business (AACSB International Accreditation) GPA 3.4
Bachelor of Science in Business Administration with a major in Human Resources Management and a minor in Business Management

WORK EXPERIENCE:

Sundance Vacations Wilkes-Barre, PA August 2016 – Present
Human Resources/Corporate Recruiter

- Source and recruit candidates using CareerBuilder and Indeed for Sales, Marketing, and Corporate positions in nine locations throughout Pennsylvania, New Jersey, and Washington D.C.
- Create job descriptions, review resumes, conduct phone screens, and check references
- Deliver employment offers for both exempt and non-exempt position openings
- Implement the onboarding process including processing background checks, drug tests, and new hire paperwork
- Instruct employee orientation approximately three times per month
- Focus on retention by researching techniques to keep successful employees
- Facilitate the attendance program and corrective action process
- Coach and train marketing managers on various topics such as hiring tactics and ethical work practices
- Coordinate HR related employee/management functions – staff meetings, annual Open Enrollment meetings, etc.
- Develops and maintain an excellent relationship with internal and external clients to ensure achievement of staffing goals
- Organize and conduct monthly safety committee conference calls and webinars to ensure all safety matters have been noted and resolved
- Preparing HR reports as required by Senior Management
- Handle all administrative work such as data entry, answering incoming office phone calls, and distributing mail

Wyman-Gordon (Precision Castparts) Mountaintop, PA May 2015 – August 2016
Human Resources Intern

- Work with the Human Resources team to ensure completion of tasks
- Work with the Union Committee to guarantee an efficient workforce
- Manage grievances placed by the Union to resolve labor force issues
- Communicate with candidates to arrange interviews
- Track and monitor the use of FMLA and prevent abuse
- Handle employee discipline issues in the area of attendance
- Provide support with employee and workplace investigations
- Maintain applicants through the use of Applicant Tracking System (ATS)
- Travel between two sites overseeing 150+ employees

Gymboree Wilkes-Barre, PA January 2015 – May 2015
Sales Lead Manager

- Full-cycle recruiting including interviewing and training new hires
- Increased sales by communicating with shoppers
- Aided employees with work-related issues and questions
- Boosted sales by interacting with customers

Aéropostale Wilkes-Barre, PA August 2013 – January 2015
Sales Lead Manager
Sales Associate June 2012 – August 2013

ACHIEVEMENTS:

2017 Young Professionals Nominee – Greater Wilkes Barre Chamber of Commerce
2014 Target Case Study Competition, King's College – Second Place
2014 DirecTV Marketing Competition, King's College

SERVICE EXPERIENCE:

Mid-Atlantic Youth Center – HR Service Learning
Blue Chip Animal Refuge – Volunteer Work
SPCA

COMPUTER EXPERIENCE:

Word	Excel
PowerPoint	Kronos
Microsoft Office	Publisher