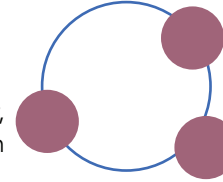


REBECCA SLOANE

I'm a people-centric professional with multidisciplinary experience looking to apply my skills to advocacy, storytelling, and communication in all its forms.

 (610) 888 3012
 becca.sloane2@gmail.com
 1512 Spruce Street
Philadelphia, PA 19102

Empathy-driven storyteller,
advocate, and people person



Proficient in Microsoft & Apple,
ADP, inCopy, Epic, Dreamweaver

Proven oral, written, digital, and
social communicator

WORK EXPERIENCE

Penn Medicine: Pennsylvania Hospital

October 2017 - PRESENT

Human Resources Coordinator (promoted from Assistant)

Philadelphia, PA

- Serves as onboarding coordinator and recruitment partner for Pennsylvania Hospital
- Lead weekly new hire orientation for new hospital employees, tailoring programming to all levels and disciplines
- Primary HR point of contact for all employees at Pennsylvania Hospital, including managers and executive leaders

Genesis Healthcare Incorporated

June - October 2017

Human Resources Coordinator

Kennett Square, PA

- Managed company-wide e-Verify and el-9 systems
- Contact point and customer service for various external managers in regard to reducing compliance risks
- Created and executed three live and recorded employee trainings on ADP's e-Verify and el-9 systems

PEOPLE Magazine

Summer 2016

Editorial Intern

New York, NY

- Created digital content for people.com, covering breaking and ongoing entertainment news
- Executed feature content on the Summer Olympics that earned placement in multiple print magazine issues
- Conducted interviews with celebrities and athletes for online and print placement

LFB Media Group

Summer 2015

Hospitality Intern

New York, NY

- Conducted daily media monitoring, compiling relevant press clips for LFB's diverse client base
- Crafted and distributed press pitches based on clients' products, venues, and offerings
- Maintained client relationships through digital and phone outreach

Gap International Incorporated

Summer 2013, 2014

Human Resources & Online Courses Intern

Springfield, PA

- Maintained and developed content for company HR website, including an HR training manual for administrative employees
- Conducted follow-up outreach with clients who participated in Gap courses and compiled written feedback reports
- Coordinated scheduling and conducted interviews for potential new hires entering the Gap pipeline at all levels and disciplines

EDUCATION

William Smith College

2013-2017

Bachelor of Arts: Writing & Rhetoric, Media & Society

Geneva, NY

- Graduated *magna cum laude* with a 3.86 GPA; earned placement on Dean's List for eight consecutive semesters
- Spent the spring of 2016 studying at Charles University in Prague

LEADERSHIP EXPERIENCE

Writing Colleagues Program

2014-2017

Participant

Geneva, NY

- Accepted into the selective program after a competitive application process
- Partnered with professors to improve fellow students' writing capabilities, working across disciplines and comprehension levels

Centennial Center for Leadership

2014-2017

Leads Program Participant

Geneva, NY

- Attended leadership/management theory classes to enhance relevant, widely applicable skills
- Applied acquired skills to community-oriented capstone project, which culminated in receipt of an official leadership certificate

Hobart & William Smith Colleges Orientation Committee

2014-2016

Orientation Mentor & Leader

Geneva, NY

- Planned and actualized annual new student orientation proceedings
- Guided new students through the orientation process, acting as their mentor and primary point of contact