

Brittany Michelle Morrison

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Experience

- Mulkey Engineers & Consultants, Incorporated- Intern** May 2009- Current
- Worked on human resources audits, collaborated on new hire packets, restructured the employee recognition program, and organized recruiting files
 - Designed the monthly newsletter, participated in monthly marketing meetings, and wrote press releases
 - Structured the Vision system for all Mulkey branches, and maintained content of the site
- Equal Employment Opportunity Commission- Intern** May 2008- July 2008
- Planned for and conducted on-site investigations analyzing Title VII infraction cases
 - Consulted investigators and observed fact finding presentations concerning cases
 - Worked with diverse team to write cases and prepare team deliverables in timely manner
 - Prepared relevant Title VII evidence to mediate disputes in order to resolve cases
- Hunt & White, Attorneys at Law- Intern** January 2007- August 2007
- Wrote briefs, conducted consultations, obtained discoveries in courtroom environment
 - Performed administrative duties and studied current cases along with legal teams

Education

Bachelor of Science, Business Administration Expected Graduation: December 2010
Meredith College, Raleigh NC **GPA: 4.0**
Concentration: Human Resource Management
Related course work: Principles of Management, Macroeconomics Principles, Microeconomics Principles, Financial Accounting, Finance, Organizational Behavior, Principles of Marketing, Business Ethics, and Business Law.

Honors and Leadership

- Delta Mu Delta Business Honor Society 2010-present
- Kappa Nu Sigma Honor Society 2010-present
- Undergraduate Research: "A Study of North Carolina Female Entrepreneurs" 2008-present
- Society for Human Resource Management-Treasurer 2007-present
- White Iris Circle Member 2008-present
- Alpha Lambda Delta National Honor Society Service Co-Chair 2008-present
- Freshman/Sophomore Senate Representative, Student Government Association 2007-present
- Meredith College Dean's List 2007-present
- Honors-Scholars Program 2007-present

Service

- Dress for Success 2009-2010
 - Service Raleigh-Lake Raleigh Cleanup Crew 2007-2010
 - Jessica's Law- lobbyist (HB933) 2005-2008
 - Shoeboxes for troops in Iraq 2003-2009
 - Adopt a Soldier 2003-2009
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Stephen Edward Lee

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Objective

I am seeking an internship position in which I can utilize my analytical skills to gain more experience in the field of business finance.

Education

North Carolina State University, Raleigh, NC
B.S. Business Administration-Finance
Minor: Accounting
GPA: 3.609/4.0, December 2010

Experience

Academic Tutor, Academic Support Program for Student–Athletes, Raleigh, NC: January 2010 –present
As an academic tutor for ASPSA, I meet with several student–athletes twice a week. Besides tutoring the students, I act as an academic mentor.

College of Management Peer Leader, Raleigh, NC: August 2009 – present
As a College of Management Peer Leader, I am a mentor to ten freshmen in the College of Management. I offer advice on anything related to the College of Management, NC State, and the city of Raleigh. I keep in weekly contact with the students in order to maintain a close relationship.

Crew Leader, Autobell Car Wash, Garner, NC: June 2006 – December 2009
As a crew leader, I am responsible for training new employees, running the cash register, relaying information from the managers to the crewmembers, quality control, quality assurance, and customer relations.

Counselor, Camp Willow Run, Littleton, NC: Seasonal 2008 & 2009
My duties as a counselor included being responsible for 9-10 campers per week, making sure their daily needs were met, and working in a specific recreation area every week.

Honors and Activities

Deans List
Campus Crusade for Christ Bible Study Leader
Intramural Sports team captain
SGA President (H.S.)

Computer Skills

Microsoft Word, Excel, PowerPoint, and Access

References

Available upon request

Alyssa L. Jarvis

Raleigh, NC | (336) 708-0467 | aljarvis@ncsu.edu

CAREER OBJECTIVE

Seeking a challenging Human Resources opportunity in global HR that will enable me to contribute and grow my interest and experience within the field.

EDUCATION

North Carolina State University, Raleigh, NC

Bachelor of Science in Business Administration, concentration: Human Resources

Bachelor of Arts in Spanish Language and Literature

December 2010

• Overall G.P.A: 3.28/4.0

• Study Abroad, Valencia, Spain (La Universidad Politécnica de Valencia)

August 2006 - August 2007

NOTED SKILLS AND ATTRIBUTES

- Fluent and knowledgeable in the Spanish language
- Solid analytical and problem solving skills
- Multi-cultural awareness and sensitivity
- Highly energized/professional
- Sales and persuasive skills
- Strong interpersonal and communication skills
- Leadership and management

EXPERIENCE

Hartford City Mission, Hartford, CT, *Camp Director Internship*

May 2009 – August 2009

- Planned and implemented creative curriculum for 8 week day camp
- Created the organizational structure and daily itinerary for camp
- Mentored at-risk elementary students in the inner-city on life skills
- Supervised high-school staff, created performance criteria and executed performance evaluations
- Experienced and participated in multi-cultural inner-city community living

The Southwestern Company, Tulsa, OK, *Salesperson*

May 2008 - August 2008

- Prospected and approached over 3,000 families from various socio-economic backgrounds
- Established success principles through direct sales (i.e. positive attitude, goal setting, and self-motivation)
- Executed all ordering, inventory, accounting, scheduling, sales, and delivery of products in personal retail business
- Personal Retail Sales of \$22,800 in a 10 week period
- Gold Award (for working 75 hours or more/week, all summer)
- Top First Year (Top 10% of all first year salespeople)

Conway and Greenwood Executive Search Firm, Raleigh, NC, *Marketing Intern*

May 2006 – August 2006

- Maintained candidate and client databases
- Created and distributed press releases and other marketing material
- Identification of market and marketing opportunities
- Data mining and researching candidates through online search engines
- Sourcing by company and candidate identification and profiling

Carolina Pool Management, Jamestown, NC, *Assistant Manager*

May 2003 - August 2005

- Supervised lifeguard staff team of 10-15 lifeguards
- Planned and directed staff meetings biweekly
- Managed customer receivables
- Taught swimming lessons to students ages 5-11
- Life-guarded

ACTIVITIES AND HONORS

- Vice President of Administration for NCSU Society for Human Resource Management: Present- May 2010
- National Member of Society for Human Resource Management: January 2009- Present
- NCSU Dean's List: Fall 2005, Fall 2008, Spring and Fall 2009
- Alternative Service Spring Break: Reynosa, Mexico(2008)

Michael D. Maben

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PROFESSIONAL OBJECTIVE

To utilize and expand my current professional experience base and Human Resources skill set while adding value to a large and diverse organization.

SUMMARY

- Nine years of supervisory experience within the health care industry
- Demonstrated success in relationship building within small, medium and large organizations, with attorneys, insurers, financial institutions, health care facilities and practices, fiscal/budgetary officers, IT staff, contractors and co-workers
- Efficiency-focused, quick-learning, dedicated and motivated professional
- Experienced in development and delivery of training

EDUCATION

Business Administration – Human Resources Concentration *January 2007-Present*
North Carolina State University Raleigh, North Carolina GPA 3.69/4.0 (Graduation December 2010)

Associate in Science, Business Administration (Magna Cum Laude) *August 1996-December 1998*
Northern Virginia Community College Fairfax, Virginia GPA 3.51/4.0

EXPERIENCE

Posting Supervisor/Information Processing Technician **February 2006 - Present**

North Carolina Department of Health and Human Services Central Billing Office Raleigh, North Carolina

- Successfully combined two full-time positions to one and expanded the remaining position's responsibilities.
- Effectively posted, balanced and reconciled receipts exceeding \$300M annually.
- Analyzed remittance advices, A/R and receipt projections.
- Assisted with coordination, preparation and presentation of training to Central Billing Office and hospital staff.
- Established and maintained relationships with attorneys, carriers, financial institutions, health care facilities, fiscal/budgetary officers, IT staff and co-workers.
- Documented numerous Departmental procedures for approval by the Controller.
- Supported and maintained Affinity software.
- Volunteered as unit Wellness Representative.

Electronic Data Interchange and Credentialing Representative **August 2004 –January 2006**

iLiant Corporation Tampa, Florida

- Assisted in Central Billing Office and client training preparation and presentation.
- Established and maintained relationships with carriers, financial institutions, health care facilities and practitioners, IT staff, contractors and co-workers.
- Credentialed medical practices and physicians with various carriers/payors.
- Enrolled medical practices and physicians for electronic claims and remittances.
- Assisted numerous and varied clients in HIPAA compliancy.
- Supported and maintained Medical Manager software.

Michael D. Maben

Office Manager

PAR Medical Billing Services, Inc.

August 1999 – July 2004

Manassas, Virginia

- Oversaw daily operations of a multi-client firm handling annual receipts exceeding \$5M.
- Established and maintained relationships with attorneys, carriers, financial institutions, health care facilities and practitioners, clients, contractors and co-workers.
- Prepared and presented financial reports and analysis for clients and ownership.
- Effectively participated in contract negotiations with carriers and hospitals on behalf of clients.
- Successfully trained Medical Manager software and the billing cycle to numerous staff with no background in health care or accounting.

NOTED COURSEWORK, TRAINING AND PROFESSIONAL AFFILIATIONS

- Human Resource Management
- Staffing
- Training, Development & Performance Management
- Compensation: Pay Systems
- Operations & Supply Chain Management
- Information Systems Management
- Marketing Management
- Business Policy and Strategy
- Financial Management
- DHHS Equal Opportunity Employment Institute, Level I (November 2006)
- Medicare Part A New Provider Workshop (November 2007)
- DHHS Performance Management for Supervisors (May 2008)
- DHHS Results Based Interactions (June 2008)
- DHHS Employee Assistance Program/ Drug Free Workplace (June 2008)
- North Carolina Notary Public
- National Association of Reimbursement Officers
- Society for Human Resource Management, Student Chapter, NCSU|SHRM
- SHRM Games participant (2009-2010)