





# SUSANNAH TUTTLE

## Human Resources Specialist

### CONTACT

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Blacksburg, VA   
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### EDUCATION

Bachelor of Arts  
Human Resources  
Management  
Virginia Tech  
September 2016 - April 2020  
Blacksburg, VA  
GPA: 3.8  
*Dean's List (5 of 8 semesters)*

### RELEVANT COURSES

Human Resources Management  
Employee & Labor Relations  
Organizational Behavior  
Human Resources Planning &  
Strategy

### CAREER OBJECTIVE

Detail and people-oriented recent graduate motivated to manage the HR department at XYZ Company. Seeking an opportunity to work with and learn from a professional team while onboarding hires to complement the company's diverse culture and enhance customer care.

### SKILLS

Microsoft Excel, Powerpoint  
Greenhouse ATS  
Recruiting coordination  
Strong communicator  
Detail-oriented

### WORK EXPERIENCE

#### Human Resources Intern

Marcus Hotels & Resorts

April 2020 - April 2021 / Blacksburg, VA

- Responded to employee questions regarding coverage and benefits of company-administered health plan by checking plan documentation, reducing workload of other HR staff by 3 hours each week
- Coordinated on-site interviews for over 225 candidates by assessing the availability of the hiring team leaders and cross-checking that against the availability of the candidates
- Filed, updated, and maintained employee information, and shredded old or sensitive data
- Welcomed 40+ employees and visitors into HR office each day, answered phones, and alerted staff to appointments and walk-ins

#### Student Advocate

Virginia Tech Housing

September 2018 - April 2020 / Blacksburg, VA

- Worked part-time as a student advocate for the campus housing department, and greeted 150+ students at front office each shift
- Resolved questions students had around billing, logistics, and move-in for their campus housing
- Directed students to admin support for unresolved questions, and provided admin's contact information for students' convenience
- Scheduled 2 social events each semester to help students learn more about campus housing options

### PROJECTS

#### Career Prep Club

Founder

January 2017 - April 2020

- Founded the "Career Prep Club" on campus, which grew to over 300 members upon graduation
- Collaborated with hiring leaders in different organizations and companies to learn what skills they were looking for in employees
- Planned, organized, and executed job fairs 2 times each year with a focus on helping seniors land their first internship or job

- Coached and trained 2K+ students in mock interviews, resume writing, and career attire