

Jennifer “Jenna” Beckler

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EDUCATION

Tennessee Tech University
Bachelor of Science in Business Administration
Major: Human Resource Management
Projected Graduation: May 2018

Cookeville, Tennessee

WORK SUMMARY

Tennessee Tech University

Assistant to the Associate Director of Professional Development

November 2016- Current
Cookeville, Tennessee

- Distributed and facilitated tasks given as directed to the rest of the six-person staff.
- Collaborated in the planning of College of Business events, which included: The Fall Celebration Dinner, The 2016 Business Career Fair, etc.
- Assisted in various workshops to prepare students for interviews, career fairs, and networking.
- Maintained confidential information while dealing with the Dean of the College of Business, faculty, staff, various students, and influential donors

Student to Career Intern

August 2016- September 2016
Cookeville, Tennessee

- Supported the Director with daily tasks which included: social media posts, branding efforts, the College of Business Professional Clothes Closet
- Guided and assisted students during services provided by Student to Career, which includes: The College of Business Clothes Closet, Resume Workshops, Linked-in Photo Booths, Career Fair Readiness Workshops, Linked-in Workshops, the College of Business Fall Celebration Dinner, and the College of Business Etiquette Dinner.

ORNL Federal Credit Union

Human Resource College Intern

May 2016-June 2016
Oak Ridge, Tennessee

- Supported Recruiter by conducting phone interviews, scoring and scheduling top candidates with managers for interviews, ensuring hiring policies were followed for internal candidates seeking transfers, etc.
- Organized and produced an electronic library with 5+ years of department invoices and check requests
- Attended an hour-long legal presentation which reviewed the newly updated Fair Labor Standards Act (FLSA) at the Oak Ridge Human Resources Association monthly meeting
- Joined an HR Business Partner for branch visits and exit interviews
- Ensured Human Resources documents were filed in accordance with legal requirements and Credit Union policies and procedure.

Human Resource Co-Op Student

August 2013-May 2014
Oak Ridge, Tennessee

- Reported directly to the AVP of Human Resources while assisting with all requested objectives
- Collected and organized employee documents according to department guidelines
- Participated in the hiring and interviewing process of potential new hires
- Assisted in allocation of Family Medical Leave Act (FMLA)

COMPUTER AND SYSTEMS SKILLS

Microsoft Office: Word, Powerpoint, Excel, Outlook, Access; Google: Drive, Gmail, Docs, Slides, Sheets, Forms, Calendar; Operating Systems: Mac, Windows; Photoshop; Drupal

AFFILIATIONS AND HONORS

College of Business Ambassador– Secretary 2016-2017, Public Relations Chair 2015-2016, TTU Society of Human Resource Management (SHRM), Rotaract Club– Treasurer 2015-2016, TTU Student Supreme Court Justice 2015-2016, Crawford Hall Village Council- Marketing/Public Relations Chair 2015-2016, Residential Scholar TTU 2015