

# REINHARDT KÖNIG

## Human Resources Intern

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☎ (123) 456-7890

🌐 [LinkedIn](#)

📍 Detroit, MI

## WORK EXPERIENCE

### Administrative Specialist

#### Wayne State University

📅 2020 - current

📍 Detroit, MI

- Developed automated system for ordering office supplies across 3 departments, *reducing inventory review time by 180+ hours annually*
- Created outlines for all meetings, increasing attendance rates by 62%
- Resolved inquiries and disputes with students and faculty, reducing the rate of complaint filings by 24%

### Medical Office Front Desk Receptionist

#### Ascension

📅 2018 - 2020

📍 Detroit, MI

- Greeted 50+ patients and answered 20+ phone calls per day
- Reviewed patient documentation and insurance information before submission, reducing database entry errors by 74%

## PROJECTS

### Social Media Campaign

📅 2019 - 2020

- Operated as sole social media campaign lead for university project, attaining 150K subscribers on YouTube and 1.3M followers on Instagram
- Utilized data-driven techniques to analyze social media algorithms to prioritize posts, performing better than 95% of campaigns

### Marketing Research Analysis Project

📅 2021 - 2022

- Led initiative across 14 top universities to compare marketing performance of materials sent to prospective incoming freshmen

## CAREER OBJECTIVE

Driven college student seeking entry-level employment as a human resources intern with Borgen Project. With a knack for organization, collaboration, and leadership, I believe I could build upon my current administrative skills to further enhance the experience of clients and staff alike.

## EDUCATION

### Bachelor of Arts

#### Management of Human Resources

#### Michigan State University

📅 2018 - current

📍 East Lansing, MI

## SKILLS

- Employee Recruitment/Retention Strategies
- Intuitive Communication
- Conflict Resolution
- Microsoft Office
- Google Suite
- Asana
- Organization
- Data Analysis

# Hr Internship Stories Report And Experiences

**Clemens Wendtner**



## **Hr Internship Stories Report And Experiences:**

The Human Services Internship Experience Marianne Woodside, 2016-03-09 The Human Services Internship Experience Helping Students Find Their Way aims to help students in field based courses bridge theory and practice during their internships The goal is to show students how to apply their academic work in a real world setting and to confirm and expand their identity as human service professionals *FDA Clinical Experience Abstracts* United States. Food and Drug Administration, 1967 **Hearings, Reports and Prints of the Senate Committee on Labor and Human Resources**

United States. Congress. Senate. Committee on Labor and Human Resources, 1980 **Hearings, Reports and Prints of the Senate Committee on Human Resources** United States. Congress. Senate. Committee on Human Resources, 1977

*Vault Guide to Top Internships* Naomi Newman, 2005 This new Vault guide provides detailed information on the internship programs at over 700 companies nationwide from Fortune 500 companies to nonprofits and governmental institutions **The Psychology Major's Handbook** Tara L. Kuther, 2024-02-19 Research shows that today's students are unique Whether anxious overwhelmed or too busy to ask for help modern students trust and turn to the resources at their fingertips for guidance Tara Kuther created The Psychology Major's Handbook for this purpose to bridge the gap between advisor and manual Created to support and follow along with a student through college this text provides the support of an advisor as students navigate choosing a major learning how to study writing papers and deciding what to do after college Within each chapter Kuther supports learners in applying concepts to their own lives through embedded exercises The updated Sixth Edition encourages students to take an active role in their education and explains all of the ways that students can influence their own college experiences Three individual chapters emphasize academics and cover crucial study and college skills such as writing a review paper and an APA Style empirical paper The final four chapters of the text focus on bachelor's and graduate opportunities to help students to look past graduation Resources in Education, 1993 **Public Health Reports**, 2002 *Monthly Catalog of United States Government Publications*, Monthly Catalogue, United States Public Documents, 1978 The Organizational and Human Resources Sourcebook Douglas B. Gutknecht, Janet R. Miller, 1990 This text presents many of the organizational and human resource challenges that organizational leaders managers staff and employees will face as we enter a more complex and competitive 1990's The authors explore old and new ideas frameworks models techniques and strategies that can be utilized at all levels to more effectively handle the new demands and dangers that constant change is exposing This second edition has been extensively revised and rearranged Section One now becomes Organizational Theory and Behavior which is divided into seven chapters Organizational Structure Classical Human Relations and Human Resource Theory Contingency and System Design Theories Personality and Job Design Models Contemporary Motivation Theories and Applications Communication and Group Behavior Leadership Theories Skills and Managerial Implications Section Two is now titled Strategic Human Resource Management and is divided into two

large chapters Strategic HR Assessment Planning and Management and Strategic Performance Management Section Three becomes Human Resource Development Integrating Training Management and Career Development which is divided into three chapters Training and Development Management Development and Career Development Section Four Organization Development is divided into three chapters The Nature of Planned Change Organization Development Interventions and Organization Development Consultants and the Consulting Process

**Health Services Reports** ,2002 Congressional Record United States. Congress,1978 The Congressional Record is the official record of the proceedings and debates of the United States Congress It is published daily when Congress is in session The Congressional Record began publication in 1873 Debates for sessions prior to 1873 are recorded in The Debates and Proceedings in the Congress of the United States 1789 1824 the Register of Debates in Congress 1824 1837 and the Congressional Globe 1833 1873

**Congressional Record Index** ,1978 Includes history of bills and resolutions

**Internships 1994** Peterson's,Crimson Publishing, Limited,1993 As the nation s economy continues to fluctuate college students and career changers are turning more to internships to gain relevant work experience that will make them marketable to employers With detailed information on more than 1 700 organizations here is a comprehensive directory to internship opportunities

Hearings, Reports and Prints of the House Committee on Education and Labor United States. Congress. House. Committee on Education and Labor,1976

**RTNDA Communicator** ,2006 *HSMHA Health Reports* United States. Health Services and Mental Health Administration,1972

**The SAGE Handbook of Graduate Employability** Tania Broadley,Yuzhuo Cai,Miriam Firth,Emma Hunt,John Neugebauer,2022-11-23 This Handbook brings together the latest research on graduate employability into one authoritative volume Dedicated parts guide readers through topics key issues and debates relating to delivering facilitating achieving and evaluating graduate employability Chapters offer critical and reflective positions providing examples of a range of student and graduate destinations and cover a wide range of topics from employability development to discipline differences gender race and inclusion issues entrepreneurialism and beyond Showcasing positions and voices from diverse communities industries political spheres and cultural landscape this book will support the research of students researchers and practitioners across a broad range of social science areas Part I Facilitating and Achieving Graduate Employability Part II Segmenting Graduate Employability Subject by Subject Considerations Part III Graduate Employability and Inclusion Part IV Country and Regional Differences Part V Policy Makers and Employers Perceptions on Graduate Employability

**CMJ New Music Report** ,2002-09-02 CMJ New Music Report is the primary source for exclusive charts of non commercial and college radio airplay and independent and trend forward retail sales CMJ s trade publication compiles playlists for college and non commercial stations often a prelude to larger success

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