

# Heidi Thomas

---

Current Address:  
Box 675-Wartburg College  
Waverly, IA 50677

heidi.thomas@wartburg.edu  
(651) 123-4567

Permanent Address:  
W8145 870<sup>th</sup> Avenue  
River Falls, IN 54022

---

## **OBJECTIVE**

To obtain an internship in a management related field

## **EDUCATION**

Bachelor of Arts Degree in Business Administration (Management)  
Wartburg College, Waverly, IA

GPA: 3.7

Graduation: May 2008  
Minor: Communication Arts

## **RELEVANT COURSEWORK**

- Human Resource Management
- Multinational Management
- Organizational Management
- Principles of Management
- Computer Science
- Business Law
- Journalism
- Accounting I
- Accounting II

## **INTERNSHIP EXPERIENCE**

*Human Resources Intern:* Allen Memorial Hospital, Waterloo, IA Sept.-Dec. 2006

- Responsibilities included completing background and reference check of candidates via the phone
- Assisted Human Resource in variety of tasks: organizing, filing, applicant/employee information
- Participated in recruitment meeting with Allen College administration by recording minutes
- Gained knowledge of hospital jobs by updating entire job listings online and re-organized the filing system

## **WORK EXPERIENCE**

*Mailroom Assistant:* Wartburg College Mailroom, Waverly, IA May 2005-present

- Implemented and developed problem-solving skills into mailroom operations on a daily basis
- Utilized organizational skills to ensure efficient mail delivery to personnel across campus

*Nanny:* Private Family, Waverly, IA May-Aug. 2006

- Provided a responsible, social, and educational environment for two children age 10
- Planned creative activities into the children's daily routine

*Waitress:* South Fork Café, River Falls, WI May 2005- June 2006

- Developed an understanding of the service industry in a fast paced environment
- Multi-tasked while paying attention to detail when delivering service to customers

## **CAMPUS LEADERSHIP**

*Parliamentarian:* PBL Oct. 2005- present

- Advised officers, members, and community members of parliamentarian procedure
- Learned pertinent business information through a variety of guest speakers

*Parade Chair:* Homecoming Committee Sept. 2005

- Contacted and established a relationship with local businesses through letters and e-mail
- Organized parade line-up while communicating with participants to ensure a successful event

## **HONORS & ACTIVITIES**

- Regent's Scholar
- Dean's List
- Volunteer Action Center
- Adopt-A-Grandparent
- Habitat for Humanity
- German Club