

# REGINA LEWIS

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## PROFESSIONAL SUMMARY

- Experienced human resources professional with background in recruitment/staffing, payroll, and benefits administration; knowledge of federal and state employment laws.
- Reliable and organized team member with the ability to communicate effectively.
- Exposure to applicant tracking systems, including Workday and iCIMS.
- Intermediate-level French language skills, both oral and written.

## RELEVANT EXPERIENCE

**Manpower**, Ann Arbor, MI

April 2023 – Present

*Staffing Assistant and Patient Attendant Scheduler*

- Coordinate patient attendant schedules with those of unit nurses and staff to work at University of Michigan, St. John's, and private residences.
- Identify top candidates by conducting résumé reviews and applicant phone screenings.
- Perform drug screenings and background checks to ensure compliance with federal and state employment laws.
- Supervised and provided guidance to 12 employees, ensuring deadline adherence and high productivity.

**Child and Family Resources Council**, Grand Rapids, MI

January 2023 – April 2023

*Human Resources Intern*

- Developed policies for future interns and assisted with payroll.
- Oversaw the reception desk to provide a safe and welcoming environment for walk-ins.
- Further enhanced knowledge of federal and state employment laws through research of policies and shadowing of senior human resources professionals.

**Porter Hills**, Grand Rapids, MI

August 2022 – December 2022

*Human Resources Intern*

- Organized employee wellness activities, resulting in increased rapport among team members.
- Collaborated on coordinating United Way campaign, surpassing fundraising goal of \$10,000.
- Researched and developed policies for the employee manual to improve the onboarding process.
- Gained experience with several types of applicant tracking systems, including Workday and iCIMS.

## EDUCATION

**Grand Valley State University**, Allendale, MI

April 2023

Bachelor of Business Administration

Major: Management, emphasis in Human Resources

**Study Abroad: Grenoble School of Management**, Grenoble, France

June 2022

- Completed six French credits.

## ACTIVITIES AND VOLUNTEER INVOLVEMENT

**Society for Human Resource Management (SHRM)**

2020 – 2023

- Elected as Secretary in 2022 and Public Relations Chair in 2023.
- Hosted several human resource speakers and organized meetings and events.

**Grand Valley State University Alternative Spring Breaks**

2021 – 2022

- Served as site leader for a group of nine peers during the 2022 trip.
- Participated in service trips focused on social/cultural issues such as homelessness and river restoration.