

# 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
- Exposure to applicant tracking systems, including Powerbase
- Intermediate-level Spanish language skills, both oral and written

## RELEVANT EXPERIENCE

**Manpower**, Ann Arbor, MI April 2018–Present

*Staffing Assistant and Patient Attendant Scheduler*

- Schedule patient attendants to work at University of Michigan, St. John's, and in private residences; coordinate schedules with the unit nurses and staff
- Identify top candidates through résumé reviews and applicant phone screenings
- Perform drug screenings and background checks
- Supervise more than 12 employees

**Child and Family Resources Council**, Grand Rapids, MI Winter 2017

*Human Resources Intern*

- Developed policies for future interns, covered the reception desk, and assisted with payroll
- Further developed and enhanced knowledge of federal and state employment laws and policies

**Porter Hills**, Grand Rapids, MI Fall 2016

*Human Resources Intern*

- Assisted with the employee Christmas party and United Way campaign
- Researched and developed policies for the employee manual
- Gained experience with several types of applicant tracking systems

## EDUCATION

**Grand Valley State University**, Allendale, MI Obtained 2018

Bachelor of Business Administration

Major: Management, emphasis in Human Resources

**Study Abroad: Universidad de Guadalajara**, Guadalajara, Mexico Summer 2017

Nine Spanish credits earned

## ACTIVITIES AND VOLUNTEER INVOLVEMENT

**Society for Human Resource Management (SHRM)** 2015–2018

- Secretary in 2016 and Public Relations Chair in 2017
- Hosted several Human Resource speakers; assisted with meetings and organization of events

**Grand Valley State University Alternative Spring Breaks** 2015–2016

- Volunteered during spring break; advocated for many social and cultural issues such as animal rights, AIDS, hunger and homelessness, and cultural diversity
- Site leader during the 2016 volunteer trip