**Willie Warhawk**

(Cell) 262.472.7032 **·** warhawkw@uww.edu

***OBJECTIVE***

Ambitious and dependable student seeking an internship in the field of Human Resources where I can utilize my previous experience in screening applicant materials, conducting interviews, completing reference checks, and onboarding new hires.

***EDUCATION***

**University of Wisconsin-Whitewater** Anticipated Graduation: May 2026

**Bachelor of Business Administration** Cumulative GPA: 3.69/4.0

Major: Human Resource Management

* Named to Dean’s List each semester

***RELEVANT EXPERIENCE***

**University of Wisconsin-Whitewater Human Resources Office** January 2024 - Present

**Human Resources Intern**

* Screen applicant materials, shadow employment interviews and complete reference checks to fill job openings
* Research best practices in onboarding new hires
* Developed interview schema and met with supervisor to explore onboarding needs

**Hometown Services,** Wauwatosa, WINovember 2022 - May 2023

**Human Resources Intern**

* Compiled and updated confidential personnel records
* Developed Microsoft Excel spreadsheets for recording and tracking employee data
* Maintained employee attendance records for payroll
* Assisted in the development of a performance bonus program

***LEADERSHIP AND SERVICE***

**UW-Whitewater Chapter of the Society for Human Resource Management (SHRM)** September 2022-Present

**Vice President** (September 2023 – Present)

* Schedule business, community, and university leaders to speak at chapter meetings
* Arrange virtual company tours

**UW-Whitewater First Year Experience** August 2023

**Purple Pit Crew**

* Assisted with the set-up and delivery of Club U-Dub-Dub events
* Interacted with new students to help them acclimate to campus