

ANA LUIZA CLEVER GALVAO

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EDUCATION

The Pennsylvania State University, College of the Liberal Arts

Master of Science in Human Resources and Employment Relations

University Park, PA

Graduation: May 2022

- Concentration: Human Resources
- Integrated Undergraduate-Graduate (IUG) Program

Bachelor of Science in Psychology

Graduation: May 2021

GPA: 3.81

- Concentration: Business
- Minor: Labor Studies and Human Resources

Dean's List (All Semesters)

PROFESSIONAL EXPERIENCE

Penn State Career Services

University Park, PA

Peer Career Assistant

August 2020 - Present

- Analyze and critique students' resumes and cover letters to help their career needs and decisions
- Conduct tailored mock interviews to prepare students for employment search, providing effective feedback and advice
- Organize and present professional workshops, and guide students through available career resources
- Participate in the Penn State Career Services' Diversity, Equity, and Inclusion Committee to advocate and assist students

Into the Future – Consulting Company

State College, PA

Recruiter

February 2020 - Present

- Form and lead team of 12 recruiters, working collectively to pursue high schools and universities to partner with the company
- Asses over 140 resumes, contact applicants and conduct meetings to discuss new recruitment and marketing strategies
- Help increase the number of students attending the company's Virtual Summer Job Fair using social media and marketing
- Assist in the organization of the company's first Virtual Major Career Fair, with 24 speakers and over 450 students attending

The GIANT Company

Remote - Carlisle, PA

Human Resources Intern

July 2020 - August 2020

- Contributed to the creation, content, mission statement, and layout of the company's first Diversity and Inclusion page
- Analyzed household trade area diversity to verify whether the company was meeting their targets and areas of improvement
- Created PowerPoint presentations with the company's recent and future initiatives regarding diversity and racial injustice
- Attended seminars about supplier diversity, business resource groups, team member engagement, unions, and leadership

Newman Lab – Psychology Laboratory

University Park, PA

Undergraduate Research Assistant

June 2019 - May 2020

- Recruited and interviewed participants, assessed their cognitive abilities, and coded results on Microsoft Excel
- Determined participants' eligibility and qualifications to participate in the "Brief Mindfulness Study" research project
- Rated the quality of over 1400 coaches' reviews on the program SilverCloud to verify if they followed the proper guidelines

Spa Utopia, Inc.

Raleigh-Durham, NC

Human Resources Intern

June 2019 - August 2019

- Performed full cycle recruitment, reviewed over 250 resumes and interviewed over 45 candidates for different positions
- Processed company documents, updated job descriptions and interview questions, and wrote offer letters
- Chosen as the leader of the Human Resources Internship Department; trained and assisted 2 other interns

The Borgen Project – Non-Profit Organization

State College, PA

Human Resources Intern

January 2019 - April 2019

- Posted job opportunities in over 60 local and international universities' career websites to increase recruitment rates
- Fundraised \$500.00 by writing to newspapers, using social media platforms, creating graphic designs and organizing events
- Reviewed multiple candidates' application processes, analyzed and shared feedback on applicants

LEADERSHIP EXPERIENCE

Society for Human Resource Management (SHRM-SLER Penn State), **Recruitment Chair**

August 2020 - Present

Her Campus at PSU, **Assistant Editor & Staff Writer**

January 2020 | October 2018 - Present

BRASA Penn State **Co-Founder, Vice-President, President**

May 2018 – May 2020

The Pennsylvania State University (Department of Psychology), **Undergraduate Teaching Assistant**

August 2019 - May 2020

International Student Spotlight for The College of the Liberal Arts, **Academic and Leadership Honor**

October 2018

SKILLS

International Experience: Lived in Brazil (17+ years), England (1 year), France (2 months) & United States (3+ years)

Computer Skills: Proficient in Microsoft Office Suite and Adobe Photoshop; Familiar with Recruiterbox

Language Skills: Fluent English & Portuguese; Proficient in Spanish & French | Holds F-1 Visa; Brazilian & Belgian citizenships