

**SCHOOL ADDRESS**

742 West College Ave, Apt 1E  
 State College, PA 16801

**Elisabeth Wilson**

[erwilson5242@gmail.com](mailto:erwilson5242@gmail.com)  
 215-589-8279

<https://www.linkedin.com/in/elisabeth-wilson-hr/>

**PERMANENT ADDRESS**

232 Tether Way  
 Doylestown, PA 18901

**EDUCATION**

---

**The Pennsylvania State University**

University Park, PA

Major: M.S. in Human Resources and Employment Relations

**Anticipated Graduation:** M.S. May 2021

B.S. in Labor & Employment Relations

B.S. May 2020

Minor: Business in Liberal Arts

Dean's List Fall '17/ Spring '18

Cumulative GPA 3.2

**National University of Ireland, Galway**

Galway, Ireland

Course work included International Business and Psychology

Spring, 2018

**EXPERIENCE**

---

**SPECTRA**

Philadelphia, PA

**Talent Acquisition Intern**

May 2019 – Aug 2019

*Spectra, a former Comcast Spectacor entity, is a leader in hosting and entertainment comprised of Venue Management, Food Services & Hospitality and Partnerships. Spectra manages over 300 clients and 400 global properties including Citizens Bank Park and The Wells Fargo Center in Philadelphia, PA.*

- Assisted with various projects and tasks related to developing Talent Acquisition as a strategic function.
- Managed the day-to-day administration and maintenance of the applicant tracking system (ATS) including opening and closing posted positions and issuing user credentials.
- Screened resumes and scheduled interviews with candidates as needed.
- Developed job postings and drafted offer letters for many of the 300+ venues and stadiums in the Spectra network.
- Created an exit interview survey using Jotform and presented it to the HRBP.
- Administered phone interviews and screening for the Food & Beverage Operations Analyst Internship position.
- Retrieved and responded to Talent Acquisition voicemail box daily.

**JULES THIN CRUST PIZZA**

Doylestown, PA

**Server**

July 2015 - current

*Gourmet pizza establishment with multiple locations throughout the Greater Philadelphia area and Northern California.*

- Serve fresh food to customers while delivering exceptional customer service and promoting restaurant's image.
- Process orders via phone and counter while tending cash register in a fast-paced environment.
- Collaborate with line management in training new employees.
- Retain knowledge of over 28 gourmet pizza recipes including gluten intolerant and vegan varieties.
- Manage drive-thru and maintain dining room during rush periods.
- Responsible for store opening and closing for various shifts.

**SKILLS**

---

Proficient in Microsoft Office Suite (Word, Outlook, Excel, PowerPoint) and iCIMS (ATS)

**CAMPUS INVOLVEMENT**

---

- Member of Penn State SHRM
- Participant in THON (Raised money for Four Diamonds Foundation for childhood cancer)