

TREVOR LAMELZA

Current Address:

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Permanent Address:

3781 Robin Road
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EDUCATION:

The Pennsylvania State University

College of Liberal Arts

Master of HRER, Bachelor of Science in Labor and Employment Relations

Minors in Sociology, Psychology, and IST for LER

University Park, PA

Expected Graduation: May 2022

GPA: 3.68

Dean's List: 5 semesters

LEADERSHIP:

Pi Kappa Phi Fraternity, Alpha Mu Chapter

Philanthropy Chair

University Park, PA

November 2019-Present

- Lead a committee of 4 THON chairs and 20 committee members to plan and execute fundraisers, create merchandise, and prepare for the Penn State IFC/Panhellenic Dance Marathon (THON)
- Organized 20 fundraisers which raised over \$34,590.70 for Pi Kappa Phi's THON 2020 total
- Coordinate a schedule of member attendance across 46 hours to represent Pi Kappa Phi during THON Weekend
- Communicate important dates, upcoming events, and deadlines to 88 chapter members

The Office for Summer Session

Learning Edge Academic Program (LEAP) Mentor

University Park, PA

June 2019-August 2019

- Served as a resource and role model to 47 first-year students during their transition to Penn State
- Arranged and facilitated 4 enriching social and academic activities a week, including one large-scale program related to health and wellness, to build a positive relationship among mentees
- Attended weekly meetings and one on ones, while collaborating with faculty, staff, and fellow Mentors to provide LEAP students with a rewarding and memorable Penn State experience

WORK EXPERIENCE:

Liberty Mutual

Talent and Enterprise Services Intern

Boston, MA (Virtual)

May 2020-Present

- Implement a database to assist in the creation of the new onboarding process and organization of new onboarding content from stakeholders
- Analyze and use pivot tables in Excel to effectively present new hiring data to stakeholders
- Manage the project schedule to ensure stakeholders produce new onboarding content on time
- Define over 100 industry skills to be added into the company library and used for hiring purposes

Earl's New American

Server Assistant

New Hope, PA

April 2016-August 2018

- Upheld a high standard of customer service by greeting guests and assisting with requests
- Trained 7 new employees on how to manage the multiple duties of bussing and food running
- Led 5 banquets as primary server, communicating with customers and managers to guarantee proper set-up/tear-down, while overseeing the performance of 2-5 employees
- Assisted servers in properly serving food and beverages and worked in a variety of other roles as needed, including bar-back, food runner, busser, food prep, and banquet server

EXTRACURRICULAR ACTIVITIES:

Pi Kappa Phi Fraternity, Alpha Mu Chapter

Re-founding Father

University Park, PA

April 2017

- Re-chartered the Pi Kappa Phi national fraternity at The Pennsylvania State University
- Recruit and retain new members while creating a culture of excellence in Greek Life