

# Sonja Mayordomo

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## EXPERIENCE

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### Talent Acquisition & DEI Human Resources Intern

June 2023 – August 2023

Tektronix

Remote / New York, NY

- Leveraged LinkedIn Recruiter seat to proactively create a candidate pipeline and source top talent for a critical director position, resulted in sourcing of 44 diverse candidates in 2 weeks, with 1 proceeding to the first stage of interviewing.
- Created a comprehensive job description standard work, facilitating a structured and uniform approach to job descriptions of requisitions and job templates, enhancing clarity for hiring managers.
- Spearheaded the development of an innovative employer branding program effectively highlighting the company's strengths and unique attributes to external audiences.

### Pharmacy Technician

Oct. 2021 – Current

CVS Health

Abington & State College, PA

- Calculated dosage, prepared prescription labels, and filled 80+ prescriptions daily with absolute accuracy.
- Implemented a training board for my store, resulting in an increase in tracking efficiency for learning module completion.
- Consulted with insurance companies to complete claims processing, resolve concerns, and reconcile payments.

### Leadership Development Intern

Oct. 2022 – Dec. 2022

RippleMatch

Remote / State College, PA

- Executed marketing strategy by developing engaging presentations and social media ads to increase company visibility.
- Main goal was to recruit people to join the platform; a transferrable skill to positions requiring recruitment strategies.
- Gathered 45 account creations, driving 22 active user conversions through strategic initiatives.

## EDUCATION

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### Pennsylvania State University | Bachelor of Science in Psychology

Expected May 2024

- Minor in Labor Employment Relations
- Dean's List 6 Semesters

State College, PA

GPA: 3.95/4.00

## LEADERSHIP EXPERIENCE & INVOLVEMENT

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### Society of Human Resource Management (SHRM)

May 2023 – Current

- Vice President – plan events, coordinate meetings, and promote professional development

University Park, PA

### Psi Chi Psychology Honors Society

August 2022 – Current

- Distinguished Member – exceeding academic, social, and volunteering requirements

University Park, PA

### ServeState; Volunteering Organization

January 2023 – Current

- General Member

University Park, PA

### Deloitte Foundation Leadership Development Center at Penn State

October 2022

- Consultant workday simulation, produced executive report on case study, presented ideas to my team, honed my leadership skills, enriched my business acumen, and equipped me with the tools to excel in professional settings.

## RESEARCH EXPERIENCE

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### University Psychology Department at Pennsylvania State University

September 2021 - Current

Research Assistant

Abington & State College, PA

- Investigating the impact of the cross-race effect on victims, filling a critical gap in existing literature.
- Proficiently developed surveys and questionnaires using Qualtrics XM, skillfully analyzing data through Excel and SPSS to derive valuable insights.
- Aiming for the publication of a scholarly paper and to present research at conferences.

## SKILLS

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**Technology:** MS Suite: Word, Excel, PowerPoint, Teams, Outlook; **Apple iWork:** Pages, Keynote, Numbers; SPSS (*Beginner*)

**Language:** English (*Native*), Spanish (*Fluent*), Russian (*Proficient*), French (*Proficient*)