

ALYSSA MULLINGS

State College, PA 16801 | 786-650-8722 | amm11870@psu.edu | www.linkedin.com/in/alyssamullings

EDUCATION

Pennsylvania State University

Master of Human Resources and Employment Relations

May 2027

State College, PA

University of Florida

Bachelor of Science in BA, Business Management

Minor: Communication Studies

May 2025

Gainesville, FL

PROFESSIONAL EXPERIENCE

Dial Center for Written and Oral Communication, University of Florida

January 2022 - May 2025

Speech Lab Consultant

- Supported students during office hours over seven semesters, dedicating an average of 150 hours to provide personalized support and mentorship.
- Organized targeted sessions to help students manage public speaking anxiety, fostering a safe environment for over 50 participants to alleviate stress and build confidence.
- Delivered consultations on effective speech delivery, proper outline and reference formats, and digital design, aiding more than 125 students to successfully complete their class speeches.

Seagate Technology

May 2024 - Dec 2024

Learning and Development Intern

- Supported comprehensive needs assessments by meeting with stakeholders to identify key objectives, subsequently developing proposals and one-sheeters to effectively communicate initiatives to leadership.
- Moderated and facilitated sessions for diverse audiences, both locally and globally, with group sizes of up to 30 participants, ensuring an inclusive and interactive learning environment.
- Designed and launched a virtual community platform that encourages employees to share learning experiences and insights, fostering a culture of continuous learning and collaboration across the organization.

Hola Cultura

May 2023 - August 2023

Non-Profit Management Intern

- Facilitated weekly training sessions for 50 high school students and college underclassmen, focusing on developing key journalism and leadership skills, resulting in improved participant engagement and skill application.
- Revamped and managed the company's Indeed account, successfully advertising six job openings and screening over 1,700 resumes, cover letters, and work samples to identify top talent.
- Conducted phone screenings, interviews, and reference checks for approximately 36 applicants, ensuring a thorough evaluation process that enhanced the quality of new hires.

LEADERSHIP EXPERIENCE

Heavener Second Year Experience, University of Florida

January 2023 - May 2025

Team Captain

- Led activities and facilitated debriefs at 4 retreats focused on critical topics such as identifying personal values, leveraging opportunities for professional growth, and understanding individual work styles, enhancing participants' self-awareness and career development.
- Mentored 8 underclassmen by sharing insights and experiences about internships, providing personalized guidance to 2 students in improving their resumes, and assisting 3 others in securing internships.
- Built strong connections with underclassmen by fostering a supportive and energetic environment, helping them leverage their networks effectively.

Leadership Development Program, University of Florida

January 2022 - August 2024

Team Leader

- Trained approximately 10 business students each semester over the course of 5 semesters on key business principles, including collaboration, citizenship, controversy with civility, commitment, common purpose, congruence, and consciousness of self.
- Coordinated community projects with Plenty of Pitbulls and Haile's Pet Rescue to raise funds for shelter dogs, resulting in over \$300 worth of supplies donated. Additionally, volunteered at events for adults with disabilities with the Center of Independent Living.
- Developed a program curriculum highlighting the significance of citizenship, controversy with civility, and collaboration in the workplace, successfully completed by 180 participants.

AWARDS & HONORS

- Dean's List (Fall 2021, Spring 2022, Fall 2022, Spring 2023, Spring 2024, Fall 2024, Spring 2025)
- School Board Exemplary Medal (2021)
- Silver Knight Honorable Mentionable- World Languages, American Sign Language (2021)
- Congressional Medal of Recognition (2020)