**JENNA NICHOLE AULT**

 (814) 933-8357 aultjenna@gmail.com

EDUCATION

**The Pennsylvania State University** University Park, PA

Master of Science (M.S.) in Human Resources and Employment Relations Class of 2022

 Emphasis on Human Resources Management coursework

Bachelor of Science (B.S.) in Labor and Employment Relations Class of 2021

 Minor in Psychology (emphasis on I/O Psychology courses)

EXPERIENCE

**Penn State Softball**  University Park, PA

*Student Manager* August 2017 – May 2021

* Assist with setting up film for practices/games, complete pre-season scouting reports from film of other teams
* Oversee and maintain the organization of team equipment in the facility
* Coordinate with coaches, players and other managers to ensure efficient practice setup and pre-game setup
* Reduce player NCAA hours by catching bullpens for pitchers in off-season workouts
* Organize and prepare travel equipment bags prior to away-game travel
* Experience networking with alumni while traveling with the team throughout the spring season
* Recipient of the Marilyn Gamble ’69 Softball Scholarship for two consecutive years

**Target Seasonal Employee** State College, PA

*Beauty Department, Customer Service Area* October 2019 - January 2020

* Cooperate with other employees to help with seasonal stock changes and provide extra help within the store during busy holiday times
* Interact with customers to help with order pickup, returns and lost items
* Deliver knowledge and assistance to customers within the beauty/skincare/haircare department
* Stock and organize shelves to look presentable for the customers ease of shopping

**Mary Kay**  Spring Mills, PA

*Office Worker, Part Time* September 2018 – October 2019

* Manage inner workings of a Sales Director’s office and operations
* Fulfill client needs by filling orders; notify clients of their orders and new product delivery
* Maintain a full course load while also gaining part-time work experience

**Bellefonte Softball Association** September. 2018 – December 2019

*Volunteer Coach*

* Carry on the traditions and experiences of softball through coaching and teaching high school athletes
* Gain experience in a leadership role of young female athletes
* Coordinate with other adults/coaches to make necessary decisions that are best for the team