

Shaelyn Dowd

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EDUCATION

The Pennsylvania State University

College of Liberal Arts

Bachelor of Science in Psychology of Business & Labor and Human Resources

Masters of Human Resources and Employee Relations

Member of Psi Chi Psychology Honors Society

Dean's List: Fall 2019, Spring 2020, Fall 2020, Spring 2021

State College, PA

GPA: 3.56

May 2022

May 2023

WORK EXPERIENCE

Amazon

Senior Human Resources Assistant Intern

Memphis, TN

May 2021 – July 2021

- Developed and implemented new onboarding experience and orientation for hundreds of employees
- Presented final onboarding project to site leadership
- Trained HR and Learning teams on the new onboarding process
- Interacted with associates to assist with any troubles experienced at the workplace
- Served as an advocate for associates with managers and site leadership

Accurate Background

CEO Exec Assistant and Marketing Intern

Irvine, CA (Virtual)

June 2020 – August 2020

- Scheduled and facilitated Diversity and Inclusion Engagement Sessions between over 500 employees and the CEO
- Presented results from Engagement Sessions to CEO
- Quantified and analyzed diversity statistics
- Special Project: Researched background screening requirements for Health Care industry and created comprehensive databases for use by the national sales team

LexisNexis

Human Resources Intern

Washington, D.C.

Offer canceled due to COVID-19

Geico BoatUS

Marketing and Public Affairs Intern

Springfield, VA

June 2019 – August 2019

- Created non-media contact lists for companies press releases by researching and contacting local and national boating related businesses
- Assisted with the marketing boat photoshoot
- Updated and organized company's digital asset management service (Widen)
- Worked heavily with Excel, Adobe Creative Cloud, and Widen Photo Library

EXTRA CURRICULAR

Axis - THON

Organization Member/ Leadership Committee

State College, PA

August 2018 – Current

- Yearlong efforts fundraising for the largest student-run philanthropy in the world raising over \$11.6 million
- Member of the Leadership Committee responsible for organizing and planning fundraisers

OPPerations

Committee Member and Fundraising Specialist

State College, PA

September 2019 – Current

- Responsible for the set up and take down of the arena for the 46-hour dance marathon
- Maintaining a safe and clean environment for dancers and spectators
- Liaison for facilitating fundraising efforts between my committee and OPP