

Alexis Parra

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EDUCATION

The Pennsylvania State University

College of Liberal Arts

Integrated Master of Human Resources Employment Relations

Bachelor of Science in Psychology, Business Option

University Park, PA

GPA: 3.88

May 2024

May 2023

WORK EXPERIENCE

Talent Acquisition Intern

Minitab, State College, PA

- Assisted in the onboarding of 32 new interns
- Prepared 10+ social events for Minitab's summer intern program
- Performed phone and video screenings of candidates on a weekly basis
- Scheduled onsite interviews for candidates meeting with hiring managers
- Compiled metrics to prove intern program's value as a feeder program

April 2022-Present

Loss Prevention Customer Service Assistant

TJMaxx, State College, PA

- Conveyed customer service to about 30 customers each shift
- Analyzed suspicious store activity, 30% reviewing cameras and 70% customer servicing
- Tracked cash control, reporting missing amounts of \$20 or more
- Advocated and promoted shrink awareness to all staff

Oct.2021-April 2022

Community Assistant

The View, State College, PA

- Operated opening and closing of leasing office
- Distributed \$10,000 leases
- Assisted in 200+ move-ins
- Provided break downs of tenant bills with amounts of \$700+

May 2021-Sept. 2021

Peer Tutor

Penn State Harrisburg Learning Center, Middletown, PA

- Guided students with material from a variety of courses
- Built trust and connections with tutees
- Created an updated schedule of my office hours every two weeks

Aug. 2020-May 2021

Store Associate

Rite Aid, Chambersburg, PA

- Revitalized front end store's appearance
- Customer serviced an average of 30 customers each shift
- Conducted 30+ check out and return transactions each shift
- Authorized money orders and transfers of amounts reaching close to \$1,000

May 2020-May 2021

OTHER EXPERIENCE

Food Service Employee

Host Cashier

Aug. 2019-Mar. 2020

Nov. 2016-Jan. 2020

ACTIVITIES

Psychology Department Student Advisor

- Assisted The Pennsylvania State University Psychology Department in advising undergraduate psychology student

Sept. 2022-Present

Society of Human Resource Management (SHRM), member

Aug. 2021-Present

Psi Chi, member

Aug. 2021-Present

- Co-assisted in leading the business psychology discussion thread where member questions could be answered

Penn State Harrisburg Capital College Honors Program, member

Aug. 2020-May 2021

Psychology Department Proctor

Oct. 2021-Present

- Assisted The Pennsylvania State University Psychology Department in proctoring undergraduate exams