

Jaclyn L. Wagner

610-739-3067 jlwags10@gmail.com
4559 Greenfield Road Bethlehem PA 18017

OBJECTIVE

Seeking experience with an company or university to further my knowledge in all areas of Human Resources

EDUCATION

Pennsylvania State University, University Park, PA

Bachelor of Science in Labor and Human Resources

Expected graduation May 2023

Master of Science in Human Resources and Employee Relations

Expected graduation May 2024

RELEVANT COURSES

Employment Relations | Employment Law | Fundamentals of HR | International HR Studies
Ethics in the Workplace | Staffing and Training | Business Process for LHR

EXPERIENCE

Waste Management, Ewing, NJ April 2022 - August 2022

People Team Intern

- ◆ Assist the People Team Director
- ◆ Engage in weekly meetings on turnover, retention, and DEI initiatives
- ◆ Collaborate on a retention project with coworkers
- ◆ Use SurveyMonkey to conduct exit interviews
- ◆ Communicate with Site Leaders about their recent new hires

City of Bethlehem Parks and Recreation, Bethlehem, PA June 2021 - August 2021, June 2022 - August 2022

Site Supervisor and Parks Counselor

- ◆ Create activity plans for the program
- ◆ Supervise parks program food distribution
- ◆ Prepare and oversee special event community nights
- ◆ Collaborate with staff at weekly meetings

Executive Education Academy Charter School, Allentown, PA June 2018 - June 2019

Office Assistant

- ◆ Assist the Administrative Assistant in the school office

- ◆ Organize paperwork
- ◆ Use PowerSchool to update student attendance
- ◆ Update and organize student folders

SKILLS

Microsoft Office Suite | Excel Essential Training | Excel PivotTables

ACTIVITIES

Penn State Trilogy - Special Interest Organization that supports Penn State Thon and Four Diamonds families