

Lindsay Conrad

www.linkedin.com/in/lindsay-conrad | 610-781-0249 | lzc5566@psu.edu

EDUCATION

The Pennsylvania State University, University Park, PA May 2025 (Expected)
Master of Science in Human Resources and Employment Relations, Human Resource Management Option

The Pennsylvania State University, University Park, PA May 2024 (Expected)
Bachelor of Science in Labor and Human Resources, Human Resources Option GPA: 3.99
Bachelor of Science in Spanish, Applied Spanish Option

Study Abroad in Spain

Conservatorio Profesional de Música de Ronda, Ronda, Spain May 2023 - June 2023
Universidad de Cádiz, Cádiz, Spain July 2023

RELEVANT EXPERIENCE

Braathe Enterprises, Saratoga Springs, NY April 2022 - August 2022
Virtual Human Resources Intern and HR Team Lead

- Sourced and recruited 55 new interns by creating internship listings and interviewing candidates
- Trained and helped in the onboarding process of 12 new human resources interns
- Created and implemented strategic recruitment plans as well as conducted performance reviews

Bank of America Career Services Center, University Park, PA August 2022 - present
Peer Career Assistant

- Review and develop resumes and cover letters for fellow Penn State students
- Conduct mock interviews and help prepare Penn State students for interviews
- Assist students in their search for internships and jobs

Society for Human Resource Management, Penn State Chapter, University Park, PA September 2021 - present
President

- Lead biweekly meetings including networking events with HR employers and guest speakers
- Speak on job preparedness topics like interviewing and resumes and lead discussions about HR topics
- Collaborate with five executive board members to plan and organize meetings
- Recruit new members by advertising at cub fairs and in HR classes
- Present the accomplishments and goals of the org to the HR Alumni Board each semester

OTHER EXPERIENCE

Office for Summer Session, University Park, PA June 2022 - August 2022
Learning Edge Academic Program Mentor

- Facilitated the transition to college for group of 38 first-year students by answering their questions and sharing my experience
- Planned events to foster community among the students and introduce them to important campus resources
- Conducted weekly speech practice and study sessions to prepare students for their classes

The Historic Crystal Cave, Kutztown, PA June 2016 - July 2021
Employee Trainer, Guest Services Employee, Tour Guide

- Oversaw over 100 daily ticket sales and gift shop purchases
- Trained 20 new employees on the cash register, tour guiding, and inventory procedures
- Led groups of 20-30 visitors on an hour cave tour, explaining formations and monitoring visitor behaviors
- Solved visitor complaints and used my Spanish proficiency to answer guests' questions

CAMPUS INVOLVEMENT

Penn State College of the Liberal Arts Ambassadors (Treasurer) September 2021 - present

- Meet with prospective students to answer their questions and share my Penn State experiences
 - Serve on student panels and speak at events for prospective and accepted students
 - Responsible for handling the expenses, funds, and budget for the organization
- The Penn State Spanish Club** (Member) September 2021 - present

DiscipleMakers Christian Fellowship (Bible Study Leader & Worship Team Member) August 2021 - present

- Co-lead weekly Bible studies for a small group, facilitating the discussion of passages
- Collaborate with two other leaders to prepare studies for each week
- Sing on the Worship Team, attend conferences, and engage in community service