

Heidi Salvagni

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OBJECTIVE

Seeking a Human Resources/Labor Relations internship position in the Cleveland area for the summer of 2009; where I will be able to contribute in a team setting, while obtaining practical experience relevant to my academic studies in Management and Labor Relations.

EDUCATION

Bachelor of Business Administration, Management and Labor Relations August 2008 - Present
Cleveland State University, Nance College of Business Administration Cleveland, Ohio

- Expected Graduation is May 2010
- AACSB Accredited Business School

Associates of Arts, Liberal Arts May 2006
Lorain County Community College Elyria, Ohio

QUALIFICATIONS

Relevant Academic Classes: Labor Relations and Collective Bargaining; Human Resource Management; Business Communications; Principles of Management; Business Information Systems; Organizational Behaviors; Management of Organization; Compensation and Benefits; Principles of Marketing and Introduction to Accounting.

Relevant Skills: Employee Payroll and Deductions; Employee Performance and Salary Evaluations; General Office Management; Project Management; Training Seminar Coordination; and Team Supervision and Scheduling.

WORK EXPERIENCE

Server, Apr. 2008 – Present Sweet Melissa's, Rocky River, Ohio

- Responsibilities include, but are not limited to: General wait staff duties, hosting, cashiering and special event support.

Executive Assistant, Oct. 2007 - Mar. 2008

Suntan Supply, Avon Ohio

- Responsibilities included, but were not limited to: Project management, coordinating training seminars, office coordination, obtaining construction building permits, scheduling meetings, scheduling travel arrangements, coordinating construction crews, warehouse organizing, overseeing service department, and various general office duties.

Accounting and Human Resources, Apr. 2007 – Oct. 2007 *Triumph Rehabilitation, Brunswick, Ohio*

- Responsibilities included, but were not limited to: Employee payroll and deductions, reimbursements, vendor payments and invoicing, and assisting with employee performance and salary evaluations. *(Temporary position for 5 month period)*

General Administration, Jan. 2000 - Apr. 2007

Gutter Pro, Elyria, Ohio

- Responsibilities included, but were not limited to: Processing all company expenditures, scheduling appointments and estimates, filing, faxing, creating customer invoices, ordering parts, and inventory control.

Volunteer Work

ASLA, Soccer Association, Aug. 2004 - Present

Avon Soccer Association, Avon, Ohio

- Currently manage 20 to 30 soccer teams per season. Responsibilities include: Scheduling game times, moving players onto teams, contacting parents, sending various emails to coaches, handling conflicts between parents and coaches and arranging meetings and clinics for coaches.

City of Avon Pride Days, 2006 and 2007

Avon, Ohio

- Personally obtained 300 volunteer residents and businesses to assist in a community clean up for the City of Avon. Responsible for coordinating the clean-up efforts throughout the various areas of the city.
- *Received a Proclamation from the Major of Avon for my efforts.*

- End Resume -