

Michael Moran

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Education

Benedictine College

Bachelor of Arts in Finance, Minor in Philosophy, GPA: 3.1

Graduation: May 2015

Atchison, Kansas

Work History

Ouray Sportswear

Englewood, Colorado

Human Resources Specialist

May 2015 – Present

- Presently performing recruiting and various HR-related duties for Ouray, as well as developing a company-wide, inter-department corporate health survey for Ouray managers and executives.
- Draft job descriptions, schedule interviews, assist in employee hiring paperwork, and correspondence with Peliton HR Administration regarding payroll, utilizing Microsoft Access, Excel, Word, and Outlook.
- Daily communication with employees regarding work conditions through open-door policy.

Data Entry Specialist, Intern to the Vice President of Production

Summer 2014

- Restructured the production data entry schema for Ouray in Microsoft Access, Excel, and Word, creating presentable data analysis for daily, weekly, and monthly individual and department performance metrics, including graphs and statistical analysis.
- Developed comprehensive data spreadsheets and daily reviews tracking operations data, made accessible on the company servers.
- Trained new employee in this new reporting system who continues data entry full-time for Ouray.
- Conducted a time study data analysis that pinpointed several steps in the production processes that reduced production efficiency. Helped develop new steps of production system to improve efficiency and inter-department cohesion between production and shipping departments.
- Drafted job descriptions for various warehouse and production positions and posted on multiple university career resource websites, which led to multiple staffing interviews for Ouray.

Warehouse Inventory and Shipping

Summer 2012, 2013

- Used Microsoft Access and Starship software to receive, organize, allocate, and ship millions of dollars of blank and custom sportswear and apparel with daily, weekly, and monthly deadlines.

New Town Properties, LLC

August 2014-May 2015

Assistant Property Manager

Atchison, Kansas

- Managed 21 residential properties in Atchison, KS. Collected rent from tenants, facilitated advertising and marketing for vacant residences, and performed maintenance and renovation on properties.

YMCA

Nov 2012-May 2013

Director on Duty and Assistant Swim Coach

Atchison, Kansas

- Managed visitor relations, maintained membership data, oversaw facility safety and use.

Activities and Leadership

Benedictine College Gregorian Fellows

2012-2015

- *Academic Leadership Group of Distinction, Mentor*

Benedictine College Men's Lacrosse

2012-2014

- *Team Co-Founder, Club President, and Team Captain*

Benedictine College Black Monks Rugby Club

2012-2014

- As captain, led the Black Monks to the NSCRO Rugby National Championships in first year as a transfer

Benedictine College Business Ethics Team

2013

- As team captain, selected and led Benedictine College Business Ethics team to 3rd place at the Enactus Little Apple Shootout Business Ethics Competition at Kansas State University

Benedictine College Dean's List

Spring 2013