

# COURTNEY BADGER

325 McConnell Drive Lyons, CO 80540  
☎ 206-643-2545 ✉ [courtneymbadger@gmail.com](mailto:courtneymbadger@gmail.com)

## HUMAN RESOURCES PROFESSIONAL

### EDUCATION

**Master's degree in Organizational Leadership**  
GPA: 3.95

PALM BEACH ATLANTIC UNIVERSITY • ORLANDO, FL  
August 2011

**Bachelor of Arts in Business Administration**  
Human Resources Management with a minor in accounting

WESTERN WASHINGTON UNIVERSITY • BELLINGHAM, WA  
May 2004

### EMPLOYMENT EXPERIENCE

#### Project Administrator

NEW ZEALAND FIRE SERVICE

WELLINGTON, NEW ZEALAND  
February 2014-August 2014

- Part of the Vision 2020 team for “Leading integrated fire and emergency services for a safer New Zealand.”
- Managed all the logistics to ensure fire fighters across the country were able to attend vision workshops.
- Helped design workshops to elicit feedback from front line staff to create a better working environment.
- Travelled across the country, facilitating workshops and ensuring feedback was entered into database.
- Trained directors and new team members to facilitate workshops, coordinate facilitation, on workshop design and project logistics.

#### Payroll Processing Team Member

MINISTRY OF EDUCATION

WELLINGTON, NEW ZEALAND  
August 2013-December 2013

- Worked to resolve payroll issues for teachers across New Zealand, partnering with schools.
- Contacted schools regularly to answer questions and give updates on new procedures.
- Trained schools on new computer systems and helped them with start and end of year payroll processing.
- Took on extra projects assigned to the team and constantly took on new responsibilities.

#### Executive Team Leader, Human Resources

TARGET

ORLANDO, FL  
November 2011 – May 2013

- Managed and supervised all functions of human resources within a store, including staffing, training and development, corrective action, annual review process, benefits, promotions and leadership development.
- Facilitated new team member orientation and provided team members with a memorable first day of training.
- Evaluated leaders management, coaching and training them to ensure they are managing performance.
- Ensured team members and leaders understood and executed their core roles.
- Solicited team feedback to implement meaningful change; developed preventive action to minimize turnover.
- Ensured all human resources policies, procedures and compliance standards were being upheld.
- Responded with urgency to team member concerns, escalated issues outside the store when appropriate.
- Assisted in identifying and fostering employee talent throughout the district.
- Facilitated with leadership development and ensured leaders were leading at the right level.
- Recruited talent which included; partnership building, interviewing and creating a Target brand on campus

#### Area Sales Trainer

PITNEY BOWES

SEATTLE, WA AND ORLANDO, FL  
August 2006 – January 2011

- Mentored new employees and helped them through the on-boarding process.
- Responsible for weekly sales training in the office to all sales representatives in the area office.
- Accompanied reps on sales calls to help correct behavior and create client presentations.
- Ensured new hires were hitting quota goals during first 90 days of employment.
- Researched market news to keep all sales reps up to date on product and market changes in the industry.

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## Employment Assistant

WALT DISNEY WORLD

ORLANDO, FL

August 2004 – July 2006

- Guided applicants through the hiring process and supported all departments including casting services, college and international recruiting, maintenance, entertainment, high school and professional recruiting.
- Partnered with recruitment teams to coordinate and maintain daily operational flow of the Casting Center.
- Facilitated pre-employment and new-hire benefits briefing sessions; provided guest service to applicants.

## ACTIVITIES AND ACHIEVEMENTS

### Living Abroad and travel

- Traveled Europe for a month before heading to New Zealand for a year for my working holiday visa.
- 1 year working holiday visa in New Zealand. I was able to work there for a total of one year.
- Traveled throughout SE Asia on my way home from New Zealand from August to November.

Wellington, NZ  
June 2013-Nov 2014

### Job Counselor

JOBS PARTNERSHIP

ORLANDO, FL

2010

### Vice President of Marketing and Public Relations

NORTHWEST HUMAN RESOURCES MANAGEMENT ASSOCIATION

BELLINGHAM, WA

2002 – 2004

- Third place, Northwest Human Resources Tournament
- Lead Continuing Education Course, Society of Human Resources Management Association

### Mentor

BIG BROTHERS AND BIG SISTERS

BELLINGHAM, WA

2001 – 2004

### Varsity Debate – Parliamentary

WESTERN DEBATE TEAM

BELLINGHAM, WA

2001 – 2004

- Semi- and quarter-finalist, October 2004 & December 2004
- Finalist, November 2004