

Maxwell J. Ramsey

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8870 Lesley Lane
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Objective

I am a motivated, personable, and hard-working individual. With all of my education and experience, it is a priority that I take everything that I have learned and gear it towards my career in human resources management.

Education

Ball State University - Muncie, IN

2012-2015

- Bachelor of Science in Human Resource Management
- Minor in Organizational Communication
- Expected to graduate in May 2015

Experience

Foxconn – Plainfield, IN

May 2014-August 2014

Human Resources Intern

- Sourced and conducted phone screen for potential candidates for multiple positions
- Participated in Face-to-Face interviews and conducted portions of new hire orientation
- Prepared files for immigration Visa applications
- Updated I-9 forms and completed e-verify process for all new hires
- Conducted background checks
- Developed, distributed, and maintained a daily update for a new Employee Incentive Plan
- Developed and communicated morale building initiative that celebrates the rich ethnic diversity of Foxconn's workforce

Goodwill – Brownsburg, IN

December 2011-August 2013

Donations Attendant

- Collected donations from customers at the donation door
- Filled out donation receipts and gave them to donators
- Priced donations and stocked them onto the sales floor
- Responsible for loading and unloading the Goodwill truck
- Trained on a pallet jack and forklift
- Performed customer service daily

Eagle Creek Golf Club – Indianapolis, IN
Cart Barn Attendant

August 2008-August 2013

- Washed and maintained golf carts
- Help run several golf outings
- Took on many projects for the golf course
- Learned lots of knowledge about the business aspect of a golf course
- Worked the register at the snack bar and worked the office at the pro shop

Ball State University – Muncie, IN
Recreation Center Facility Monitor

August 2013-May2014

- Monitor several facilities to make sure patrons are taken care of as well as the facility
- CPR trained and certified

Transportation Services Garage Attendant

September 2014-Present

- Include washing, waxing and cleaning university vehicles and buses
- Pump gasoline, check fluids and run errands

Life Science Logistics – Brownsburg, IN
Surge Team

September 2011-June 2012

- Trained for natural disaster protocol
- Loaded, unloaded, and housed medical supplies
- Trained on a pallet runner and forklift

Extracurricular

Ball State University

- Phi Gamma Nu Professional Business Fraternity
- Attended SHRM Chapters
- Participated in Intramural Softball

Brownsburg High School

- Spent 4 years on Varsity Golf Team
- Involved in the high school choir program
- Involved in the Best Buddies program through Brownsburg High School