

# CLAUDIA NENU

## Contact

(337) 661-1078

[andreea\\_nenu@yahoo.com](mailto:andreea_nenu@yahoo.com)

218 Arlington Dr, Lake Charles, LA 70605

## Objective

Senior Human Resources major graduating December 2014 seeking job opportunity to gain valuable career-related experience prior to graduation while working with special and professional people.

## Key Skills

Proficient with Microsoft Word, Excel, PowerPoint	Quick to learn new skills and/or software programs	Fluently speak and write Romanian and English; Proficient in speaking Spanish	Possesses tennis skills sufficient enough to succeed at an NCAA Division I institution.
Able to engage cooperation of others through excellent communication skills	Excellent time management skills; Attentive to detail	Flexible and open to change	Able to prioritize tasks to meet deadlines

## Education

<b>Graduating December 2014</b> <b>Overall GPA - 3.25</b>	<b>McNeese State University</b> <ul style="list-style-type: none"><li>✓ Pursuing Bachelor of Science degree in Management<ul style="list-style-type: none"><li>○ Concentration in Human Resources</li></ul></li><li>✓ AACSB Internationally accredited program of study</li></ul>	<b>Lake Charles</b>
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## Work Experience

<b>Ernst &amp; Young, Romania</b> <ul style="list-style-type: none"><li>✓ Managed graduates recruitment process,</li><li>✓ Created graduates and interns recruitment campaigns</li><li>✓ Course logistics - preparing course' materials, booking the training room</li><li>✓ Contacted candidates via telephone, email regarding the recruitment processes</li></ul>	<b>HR and Learning &amp; Development Intern</b>	<b>June -Aug 2014</b>
<b>S.C Adecco Human Resources, Romania</b> <ul style="list-style-type: none"><li>✓ Assisted in conducting selection processes;</li><li>✓ Participated in interviews with recruitment consultants;</li><li>✓ Communication with candidates running for the selection and recruitment process;</li><li>✓ Initialized, updated and management of personnel files;</li><li>✓ Created contracts for new clients;</li></ul>	<b>HR intern</b>	<b>June-Aug 2013</b>
<b>ING Bank, Romania</b> <ul style="list-style-type: none"><li>✓ Services regarding the transfer of funds;</li><li>✓ Took part when the bank consultant opened new credits;</li></ul>	<b>Logistics and Back office intern</b> <ul style="list-style-type: none"><li>✓ Worked with online banking</li><li>✓ Administrated personal documents</li></ul>	<b>July - Aug 2012</b>
<b>S.C Orizontul AgroCompany, Romania</b> <ul style="list-style-type: none"><li>✓ Managed cash register sales and prepared inventory reports</li><li>✓ Verified shipments received and Merchandised new inventory</li></ul>	<b>Cashier</b> <ul style="list-style-type: none"><li>Provided customer services</li><li>Paid vendors for cash invoices</li></ul>	<b>April 2010 – Aug 2011</b>
<b>Palatul Copiilor Pitesti, Romania</b> <ul style="list-style-type: none"><li>✓ Taught tennis lessons to children</li><li>✓ Developed communication and planning skills</li></ul>	<b>Tennis coach</b>	<b>June 2009 – Aug 2011</b>

## Honors and Activities

- President's List for Honor Students
- Volunteer at McNeese State University
- Member Student Athlete Association Committee
- Member of HR Club Summer School
- Society for Human Resource Management
- Romanian Top Tennis Player
- McNeese Women's Tennis Scholarship recipient

