

Dana Green

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EDUCATION

Bachelor of Arts

Illinois Institute of Art Chicago
Fashion Marketing and Management

June 2010

Accomplished Management Professional providing outstanding support by utilizing strong communication, interpersonal, organizational and technical skills to achieve the goals of a business.

WORK EXPERIENCE

Human Resources Manager

November 2010 – September 2013

TEAM One Inc., Schaumburg, IL

- Direct communication between all employees and management.
- Led employee orientation, office development and training.
- Followed up with clients as well as customers.
- Trained and mentored 25 plus employees in the HR positions as well the Account Manager Position.
- Responsible for coordinating interviews for full time employees.
- Developed and organized daily schedules as well as travel needs for all managers.
- Maintained and updated daily employee files through HR systems.
- Responsible for new hire paperwork and discussion of benefit packages with full time employees.
- Responsible for high volume recruiting and communicate via phone and/or email with 100 plus applicants daily.
 - Sources include: Career Builder, Craigslist, Monster, Indeed and a variety of free networking sites.
- Accountable for the office growth, interviewing avg. 20 potential candidates daily for the Account Manager Position.
- Assisted in promoting Account Executives to Management
- Responsible for planning monthly events for organizations such as Susan G. Koman, JDRF, and local animal shelters.
- Focused heavily on social media/search engine optimization, and press releases.
- Developed advertisements on commerce job sites and tracking the results.

Website Manager

April 2009 –Present

www.relivedartposters.com. Chicago, IL

- Created website and advertisements
- Developed store layouts.
- Managed daily sales transactions.
- Awarded top sales associate and customer service representative.
- Managed all events to promote the brand.

Full Time Sales Associate

August 2010 – March 2011

Swarovski. Schaumburg, IL

- Consecutively held the standards within the store of being the top sales associate.
 - Worked on all store layouts and events held at our location.
 - Worked productively with customers and employees, while answering phones and working the register
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COMPUTER SKILLS

- Proficient in -
 - Microsoft Office: Word, Excel, PowerPoint
 - Photo-Shop, InDesign, and Illustrator
 - Career Lister
 - ACT