



Isabelle Kippenbrock

 Denver, CO |  kippenbrock.isabelle@gmail.com |  812.661.7534

Education

Indiana State University GPA 3.70/4.00 December 2020
Bachelor of Science, *Human Resource Development for Higher Education and Industry*;
Minor, *Criminology/Criminal Justice*

License

Colorado Division of Insurance August 2021
Colorado Life Insurance Producer

Involvement

Mentors for Youth

Mentor

July 2016 – July 2021

- Stayed with one mentee for the entire duration of the match. We are still connected today and she has become more of a family member.

She's the First

Event Coordinator

October 2018 - March 2020

- Set up the operations behind every bake sale including coordinating with professors for classroom presentations, finding site locations, and recording of all profits earned for the charity.

Experience

DoorDash, Denver, CO

Independent Contractor

March 2021 – Current

- Self-motivated to reach weekly income goals and maintain Top Dasher status.
- Safely delivered more than 1600 lifetime deliveries while meeting time requirements.
- Maintained a positive attitude and received a 4.97 customer rating with compliments displaying service that was above and beyond for their order.

Kimball Electronics, Indianapolis, IN

Human Resource Administrative Assistant/ Intern

June 2020 – March 2021

- In addition to Intern roles, I assisted with Covid-19 investigations by following through on employee follow-ups/check-ins and advising based on company protocols.
- Updated weekly information based on FMLA/Short-term Disability reports along with daily employee attendance reports.
- Conducted audits for I-9s, employee files, and IQMS (HRIS tracking system) roles and responsibilities.
- Created roles and responsibilities documents and Performance Profiles, scheduled and conducted phone interviews, and led all new hire orientations.
- Coordinated employee engagement activities for company celebrations.
- Kept the company compliant with their Predictive Index behavioral tests to help managers and supervisors to better collaborate with their coworkers.

Womack Restaurants, Terre Haute, IN

Human Resource Intern

July 2019 – March 2020

- Observed webinars for new employee onboarding and recorded training feedback.
- Rosnet, Sage Mas 90, Indeed, and Snagajob used for current and new employee tracking.
- Processed employee write-ups, pay stub/W2 request forms, terminations, & memos.

Candles Holocaust Museum and Education Center, Terre Haute, IN

Visitor Experience Coordinator

October 2018 – May 2020

- Operated Eva Kor's hologram exhibit and her speeches for guests ranging from young school-aged children to senior citizens.
- Stocked shelves, recorded inventory, balanced the end of day cash register in the gift shop area, and learned more about WW2 History to share with customers in the museum.

German American Bank, Ferdinand, IN

Customer Service Specialist (Teller)

October 2015 – January 2018

- Maintained and balanced a personal drawer. Answered and referred confidential telephone inquiries on banking products including checking, savings, loans, and lines of credit.
- Stayed current with security precautions by following set protocols before and after work. During work hours, I helped monitor cameras in and out of the building for overall bank safety while with customers in regards to their own financial transactions.