

Ramanpreet Kaur
3355 South Andes Street
Aurora, CO 80013
917.727.0404 (cell)
rkaur8@du.edu

Education

- University of Denver: **Bachelor of Science in Finance and Minor in Chemistry, June 2013.**
- Honors Diploma Eaglecrest High School 2009.
- A number of certificates and graduation cords in areas of community service (over 500 hours), National Honor Spanish Society, AVID.

Computer Skills

- **Certified in Microsoft Office Excel 2007, Word 2010, and Powerpoint 2010**
- TI-84 and 74 wpm.
- Experience with Microsoft Works, Open Office, and Google Docs

Language/Culture Skills

- Can speak Hindi and Punjabi along with English.
- Studied abroad in the United Kingdom for 1 term.

Experience

Administrative Assistant, Human Resources at the University of Denver
2199 S. University Blvd. Denver, CO 80208 (303) 871-7420
September 2011 – Present

- provide clerical and administrative support for the Human Resources Division encompassing, Employee Relations, Talent Management, and Total Rewards.
- assemble training materials, filing, recordkeeping, and data entry.
 - perform research and analysis of human resource management practices, trends, and other relevant data.
 - encompass project based and day-to-day front office support, routing visitors, and phone calls to the appropriate staff person.