Permanent Address:
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Haleigh Danek

Current Address:
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West Lafayette, IN 47906
847-271-7257

Objective

To obtain a full-time position in Human Resources or Business Administration that will allow me to utilize my education and promote company growth

Education

Purdue University, Krannert School of Management – Direct Admit **May 2016**
Bachelor of Science – Business Management (BS**)** **GPA – 3.48/4.0**
Bachelor of Science – Strategy and Organizational Management (BS)
Minor: Sociology

Work Experience

DEFENDERS – Indianapolis, IN **May 2015 – August 2015**
Human Resources Intern

- Project management in areas of onboarding, benefits, and employee relations
- Restructured and designed the New Hire Onboarding Portal site by overhauling content and DEFENDERS' "first impression"
- Created a year-long Benefits Communication Campaign to help effectively communicate all benefits to team members

Cary Junior High School – Cary, IL **June 2009 – August 2014**
Coach and Camp Counselor

- Coached students in Basketball, Speed & Agility, and Volleyball Camps
- Taught classes, mentored, and helped promote developmental skills in 1st – 8th grade students

Rookies All American Pub and Grill – Hoffman Estates, IL **June 2014 – August 2014**
Hostess

- Demonstrated exemplary customer service skills by ensuring high levels of customer satisfaction
- Organized party reservations, managed table layouts, and assigned servers within a hectic and fast paced workplace

Leadership Experience/Activities

Chi Omega Sorority **2012-Present**
Executive Board – New Member Educator (November 2013 – November 2014)

- Facilitate new member activities regarding our chapter's history, traditions, and practices
- Coordinate weekly meetings, study tables, new members retreats, and member initiation
- Maintain executive position that upholds the rules and regulations of a National Organization
- Team up with advisors, National consultants, and regional directors of the Chi Omega National headquarters to assure that guidelines are being followed and facilitated correctly

Krannert School of Management Employers Forum (SMEF) **2012-Present**
Company Relations Committee

- Coordinate with members and other committee chairs to plan and execute two annual career fairs
- Sustain a high level of professionalism while representing Krannert Organizations

Student Relations Committee Head **2012-2013**

- Oversaw and organized up to 100 Career Fair hosts preparing them for each annual career fair

Boiler Gold Rush Orientation Program (Top 10 in the U.S.) **2012-2013**
Team Leader

- Ensured incoming students to Purdue felt prepared, safe, and ready to begin their college career

Panhellenic Association Recruitment Counselor **2014**
Gamma Chi

- Participated in extensive training to learn how to effectively assist women in going through the Formal Recruitment process
- Counseled women by answering any questions and addressing any concerns they had regarding their decision to join the Greek community

Women in Business **2011-2012**
Secretary Associate

- Encouraged and assisted other women in business to gain confidence and recognize opportunities