

# Lindsay Rhiver

40 N Salisbury Street, West Lafayette, IN 47906 • lrhiver@purdue.edu • (317) 294-8772

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## OBJECTIVE:

Seeking a position with a company to contribute meaningfully and to build upon my skills in management and human resources.

## EDUCATION:

<b>Purdue University, Krannert School of Management, West Lafayette, IN</b> <i>Bachelor of Science (BS)</i>	<b>May 2016</b> GPA 3.58
<ul style="list-style-type: none"><li>▫ Major: Strategy and Organizational Management</li><li>▫ Concentration: International Business, Marketing, and a Certificate in Entrepreneurship</li><li>▫ Direct Admit into Krannert School of Management, Awarded Dean's List and Semester Honors</li></ul>	
<b>Hamilton Southeastern High School, Fishers, IN</b> <i>Academic Honors Diploma with AP Credits and a Business Class Curriculum</i>	<b>May 2012</b> GPA 3.791

## LEADERSHIP EXPERIENCE:

<b>Ann Tweedale Cooperative House</b> <i>President</i>	<b>Mar 2013-Present</b> <b>Dec 2014-Present</b>
<ul style="list-style-type: none"><li>▫ Interpret Ann Tweedale's Constitution and Bylaws and communicate them to 40 members</li><li>▫ Serve as the representative for Ann Tweedale on the Purdue Cooperative Council Association</li><li>▫ Run efficient meetings and hold 6 executive committee chairs accountable for their positions</li></ul>	
<i>Assistant Treasurer</i>	<b>Dec 2013-Jan 2015</b>
<ul style="list-style-type: none"><li>▫ Managed rent payments in excess of \$14,000 each month and held members responsible for their dues</li></ul>	
<b>School of Management Employer's Forum (SMEF)</b> <i>Prior Events Committee</i>	<b>Nov 2013-Present</b>
<ul style="list-style-type: none"><li>▫ Organized a resume critique event, which more than 30 companies attended</li></ul>	
<b>Krannert Leadership Development Program (KLDP)</b> <i>Mentor</i>	<b>Apr 2013-Present</b>
<ul style="list-style-type: none"><li>▫ Developed leadership skills through coursework and in-class lectures</li><li>▫ Assist freshmen mentees in getting acquainted with Krannert and Purdue</li></ul>	
<b>Purdue University Women's Volleyball Club</b> <i>Captain</i>	<b>Aug 2012-Dec 2014</b>
<ul style="list-style-type: none"><li>▫ Travelled across the country and throughout the Midwest to compete with other schools</li></ul>	

## WORK EXPERIENCE:

<b>ALDI, Valparaiso, IN</b> <i>District Manager Intern</i>	<b>May 2015- Present</b>
<ul style="list-style-type: none"><li>▫ Assisted in the management and supervision of 6 regional stores with a minimum of 10 employees per store</li><li>▫ Monitored and assessed weekly sales reports, expenses, claims, and budgets of each store</li><li>▫ Completed a project to restructure the company's recruiting process at Purdue University</li><li>▫ Engaged in employee hiring and on-boarding process</li></ul>	
<b>Lawson Computer Science Building, West Lafayette, IN</b> <i>Administrative Assistant</i>	<b>Mar 2014- Present</b>
<ul style="list-style-type: none"><li>▫ Served as key contact for Undergraduate advisors in the Computer Science Department</li></ul>	
<b>Hamilton Southeastern Bookstore, Fishers, IN</b> <i>Assistant Manager</i>	<b>Jan 2011-Aug 2012</b>
<ul style="list-style-type: none"><li>▫ Managed distribution of textbooks to student population of approximately 2,700</li><li>▫ Processed book payments and fees</li></ul>	

## AWARDS AND HONORS:

<b>Purdue University, West Lafayette, IN</b> Barbara G. Doster Positive Attitude Award, Doster Leadership Conference	<b>Oct 2014</b>
Purdue Cooperative Council, Member of the Month	<b>Mar 2014</b>
Krannert School of Management Undergrad Incentive Scholarship	<b>Aug 2013</b>
Purdue Moves Study Abroad Scholarship for Asian Emerging Markets and Economies in Taiwan	<b>Mar 2013</b>