

# John K. Williams

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## SUMMARY

Versatile aspiring HR professional seeks to use experience and intelligence to add organizational value

## EDUCATION

Rutgers University – New Brunswick, NJ May 2021  
M.A. in Organizational Communication

Rutgers University – New Brunswick, NJ August 2020  
B.A. in Communication  
Minor in Human Resource Management

Raritan Valley Community College – Branchburg, NJ June 2018  
A.A. in Communication

## RELEVANT COURSEWORK

- Conflict Management
- Human Resource Management
- Organizational Communication
- Communication Ethics
- Staffing
- Organizational Behavior

## RELEVANT PROJECT

Mediated Speech Group Project – Public Speaking

- Assumed leadership role in 4-person group
- Planned, researched, and delivered speech using mediated technology
- Received an A

## HONORS

- Graduated Magna Cum Laude from Rutgers University

## EXPERIENCE

Easy Event Planning – Las Vegas, NV December 2020 – April 2021

*Human Resources Intern*

- Screened applicants
- Utilized internal applicant tracking system
- Served as HR representative for two 10-person teams

The Borgen Project – Tacoma, WA October 2020 – December 2020

*Human Resources Intern*

- Screened applicants
- Updated job postings
- Took on various tasks as needed

## SKILLS

Microsoft Office, Google Workspace, Communication, Writing, Recruiting, Research, Time Management, Leadership, Research, Customer Service, French.