

Rachel M. McClanahan

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College Address:

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Permanent Address:

27500 Osceola Rd.
Abingdon, Virginia 24211

OBJECTIVE:

To obtain a full-time position in human capital management or HR advisory.

EDUCATION:

Virginia Polytechnic Institute and State University, Blacksburg, Virginia

Primary Major: Human Resource Management

Secondary Major: Psychology

Minor: Multicultural Diversity Management

Expected Graduation: December 2015

GPA: 3.64

EXPERIENCE:

Human Resource Assistant: xScion Solutions, LLC, McLean, VA: May 2015-August 2015

Influenced and shaped the organization's new human resources department, performed a department-wide audit on all employee files, assisted with payroll, conducted employment verifications, documented and corresponded with employees regarding all onboarding and termination information, corrected and added to the current benefits offered, and worked with brokers to develop a new employee benefit program.

Human Resource and Organizational Development Intern: Noblis, Falls Church, VA: June 2014-July 2014

Assisted in creating a company-wide workshop related to corporate competencies, developed quantitative measurements for a variety of current professional development programs, researched Learning Management Systems, and initiated and aided in the implementation of a new employee education system; assisted in many other daily HR tasks

English Conversation Group Leader: Cranwell International Center, Blacksburg, VA: January 2014-May 2014

Created and implemented a curriculum involving American customs, traditions, and the English language to assist immigrants in learning more about culture in the United States.

Field Study in an Industrial/Organizational Psychology lab: May 2013-May 2014

Graded participants for managerial potential using regulatory fit and regulatory focus, proctored psychological tests to students dealing with I/O psychology and helped PhD students and faculty with other types of research projects including a meta analysis of regulatory fit

Volunteer at RAFT Crisis Hotline: Blacksburg, VA: January 2013-Present

Answer phone calls and offer empathy and support to individuals in crisis or suicidal situations

Crew Chief: November 2014-Present

Recruit new volunteers, interview potential trainees, offer classes related to training and development, serve as a supervisor on call, have a team of direct reports to whom I offer additional training and support

Cashier at K-VAT Food City: Damascus, VA: May 2012- August 2012

Worked as a cashier at a local grocery store chain, gained customer service experience

SKILLS/CERTIFICATIONS:

Student member of SHRM

Microsoft Office applications including advanced Excel and VBA

Six Sigma Green Belt Certification

ACTIVITIES/HONORS:

Management Council at Virginia Tech: February 2014-Present

Provide advice to faculty members about management curriculum

Society for Human Resource Management at Virginia Tech, Officer: September 2013- May 2015

Recruited new members and formed this organization's new student chapter; President from October 2014-May 2015

Alpha Kappa Psi: Beta Xi Chapter: September 2013-December 2014

Pledge class secretary; member of Marketing Committee; learned a variety of valuable leadership, time management, and professional skills

Salutatorian, Abingdon High School, 2011