

## SARAH SMITH, SPHRi

405, Forthland avenue, Atlanta • Georgia, USA • (+49) 06371683965423 • [sarah.smith@gmail.com](mailto:sarah.smith@gmail.com)

### PROFESSIONAL SUMMARY

---

Fresh graduate with a Bachelor of Science in Human Resource Management from UCLA (GPA 4.23). Awarded Dean's List three times. Member of UCLA Golden Key and Phi Theta Kappa. Seeks funds to pursue a Master's Degree in Organizational Psychology at UCLA. Plans to conduct cross-disciplinary research on financial modelling as a cognition tool, as well as the role of natural language acquisition patterns in the development of an organization.

### EDUCATION

---

**University of Los Angeles, California**  
- Oct. 2019

Oct. 2015

Programme: Bachelor of Science, Human Resource Management (CGPA: 4.23)

Relevant Coursework: Human Resource Management, Talent Acquisition, Compensation and Benefits, Motivation and Retention, Labor Economics, Industrial Relations, Training and Development, Health and Safety

### WORK EXPERIENCE

---

**HR Intern**  
– Present

Jul. 2018

- Supported the optimization and revamping of work productivity across the organization.
- Cooperated with team players to identify relevant staff problems and also restructuring.
- Conducted A/B testing: formulated hypotheses, set up tests, and analyzed results.

**Payroll Administrator**  
Sep. 2015

Aug. 2009 –

- Prepare and manage payroll processes of employees
- Calculate salaries, wages and overtime wage sheets

### SKILLS AND ABILITIES

---

- **IT Skills:** Proficient user of Front-End Web development (HTML/CSS/JAVASCRIPT), Microsoft Office(Access, Word, PowerPoint, Excel)
- **Soft Skills:** Analytics, Presentation, Project Management,
- **Interests:** Reading, Research, Meeting new people, Mixology and Culinary arts, Operations Management, Strategic Marketing Management, Investment Management, E-commerce, Career Development
- **Language:** Fluent in English, Greek, Beginner in Spanish, French

## ACHIEVEMENTS

---

### **Team Lead: Human Resources Management Project**

Sept. 2017

- Led a 5-Man team to carry out an intensive study on "*What causes conflict between Men and Women within an organisation?*"

### **Owner and Chief Editor: [www.hratschool.com](http://www.hratschool.com)**

Aug.

2017 - Present

- Managed a blog centered on human resource management practices

### **Chief Target Keeper: Punctual View Concept**

Oct. 2016 -

May 2017

- Ensured the goals and objectives of the team were achieved through the management of the team's routine activities