

Maegan Wells

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OBJECTIVE: Seeking a full time position in the field of Human Resources where I can apply my leadership experience and communication skills.

EDUCATION:

Siena College , Loudonville, NY	May 2018
Bachelor of Arts, Economics , President's List, Dean's List	GPA 3.66
Minor of Human Resource Development and Psychology	
Charles University , Prague, Czech Republic	Spring 2017

EXPERIENCE:

Assistant to the Assistant Vice President , Siena College, Loudonville, NY	January 2015-May 2018
<ul style="list-style-type: none">• Used Microsoft Excel to continually update spreadsheets.• Completed work orders through MicroMain software.• Organized and filed time slips daily.• Assisted supervisors with various tasks as they came up.	
Waitress , Brae Loch Inn , Cazenovia, NY	Summers of 2016 and 2017
<ul style="list-style-type: none">• Waited on guests both on site and at various venues.• Improved on customer service skills and teamwork alongside other employees.	
Econometrics , Siena College, Loudonville, NY	Fall 2017
<ul style="list-style-type: none">• Introduction to SPSS statistics software.• Created hypothesis, gathered data, and created a regression which I then ran using SPSS and analyzed the results.• Ran multiple tests to check for accuracy of results then fixed any problems the tests brought to light.	
Organizational Behavior , Siena College, Loudonville, NY	Fall 2017
<ul style="list-style-type: none">• Spent the semester with the same group of individuals analyzing various cases.• Presented two major cases; one was presented to a CEO.• Gained leadership experience and collaborated with teammates.	
Office Assistant , Gilberti, Stinziano, Heintz & Smith PC , Syracuse, NY	Summer 2015
<ul style="list-style-type: none">• Worked closely with the executive assistant to the managing partner of the firm.• Completed office related tasks as they came up.	

LEADERSHIP EXPERIENCE:

Economics Tutoring , Siena College, Loudonville, NY	Fall 2016
<ul style="list-style-type: none">• I tutored students for introduction to microeconomics and introduction to macroeconomics.	
Pathfinder Coordinator , Siena College, Loudonville, NY	Fall 2015-Spring 2016
<ul style="list-style-type: none">• Pathfinders is an all freshman club that works with the admission staff.• Helped to coordinate events for prospective students including open houses, accepted student events, and visits.• Worked closely with two other coordinators to plan events and run meetings.	
English Class , Prague, Czech Republic	Spring 2017
<ul style="list-style-type: none">• Volunteered weekly at an elementary school to help teach Czech children English while abroad.	

TECHNICAL SKILLS:

- SPSS, Microsoft Office including Excel and Powerpoint, MicroMain software.