

Megan Elisabeth Galle

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Education

DePauw University-Greencastle, IN

May 2019

Bachelor's Degree: Psychology; Minors: Spanish, Business Administration

Cumulative GPA: 3.71/4.00

Select Awards and Accomplishments

- **Lilly Scholar Recipient-Bartholomew County:** full tuition to any Indiana college based on academics, extracurricular activities and leadership

Training Experience

Valvoline Inc.-Lexington, KY

May-July 2017

Human Resources Intern

- Organized meetings with Valvoline employees to complete a project to improve efficiency and accuracy of learning and development courses on Valvoline's Learning Management System
- Demonstrated adaptability and prioritization skills by managing projects in both the Recruiting and Learning and Development departments
- Set up interviews with potential new employees, escorted them to their interviews, and followed up post-interview
- Posted jobs onto the Valvoline website through the platform iCIMS
- Organized and updated the Open Requisition Report containing all new Valvoline jobs internationally

Belltower Books-Greencastle, IN

April 2017-May 2017

Book Buyer

- Buy textbooks back from students at DePauw University during finals

Columbus Parks and Recreation- Columbus, IN

May 2016-July 2016

Group and Private Tennis Instructor

- Instructed group tennis lessons with 2 other instructors to groups of 10-20 children and teenagers by organizing and leading drills and exercises
- Coordinated group tennis lessons for 5 hours a day between May- August to teach children proper tennis techniques in preparation for middle school tennis programs
- Teach hourly private tennis lessons to 5 different children ranging from ages 6-12

Bartholomew County Public Library- Columbus, IN

July 2012- July 2015

Student Assistant

- Trained 4 new employees on processes and procedures to efficiently communicate and provide service
- Provided excellent customer service by operating the front desk, managing the computers, and communicating with patrons to ensure they receive necessary assistance

Leadership Experience and Community Service

DePauw University Tennis Team- Greencastle, IN

August 2016-present

Student Athlete

- Developed skills in leadership, teamwork and time management through dedication to the tennis team and by successfully balancing strenuous academic and practice schedules

Putnam County Humane Society

Spring 2016-present

Volunteer

- Contribute to a clean and positive environment for shelter animals by maintaining clean cages and ensuring they receive proper exercise

DePauw Dance Marathon- Greencastle, IN

Fall 2016

Team Captain-Communications Committee

- Organized team website in order to reach out to members of the community and students at DePauw University to participate in Dance Marathon and donate to Riley Children's Hospital
- Encouraged team to reach Marathon fundraising goal of \$80,000 for the kids at Riley Children's Hospital by recruiting relatives, friends and businesses to be donors

Deer Meadow Primary School- Greencastle, IN

Fall 2016

Student Friend

- Supported and counseled a student by attending recess and lunch with him weekly