


HALEY MORIN

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OBJECTIVE

Ambitious professional seeking a position in Human Resources. Strong comprehensive understanding of labor laws and benefits administration. Adept at following complex instructions to maintain required files and adapting to the latest federal, state & local regulations.



EDUCATION

Bachelor's Degree in Business Management- Human Resources & Pre-Law | Plymouth State University

2015 – 2019

- Presidents Academic Achievement List 2015-2018
- 3.65 GPA

General Education | Sunapee Middle High School

2011 – 2015

- Three sport athlete
- Secretary of graduating Class of 2015



EXPERIENCE

Sales Associate | MJ Harrington & Co.

MAY 2017 – PRESENT

Delivers excellent customer service while working closely with customers to determine their needs. Educates customer about merchandise and recommends customized solutions. Assists with data entry with customer's jewelry repair needs.

Front Desk Associate | Common Man Inn

APRIL 2017 – PRESENT

Represents the first point of contact with guest and handles all stages of a guest's stay. Books guests in and out of their room while accommodating any special needs. Provides concierge services to ensure a positive customer experience.

Summer Administrative Assistant | Four Season Sotheby's International Realty

JUNE 2015 – SEPTEMBER 2015

Performed a wide range of administrative and office support including data entry, responsible for keeping website updated and delivered magazines to local businesses.



SKILLS

- Detailed Oriented
- Interpersonal Skills
- Communication Skills
- Time Management
- Team Oriented
- Leadership



ACTIVITIES

Marketing Association of Plymouth State, Corporate Sponsorship Committee, Investment Club, American Marketing Association Member, Society of Human Resource Management & Director of Communications of Apparel by Statement.