

Ashley Gebhardt

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EDUCATION

Ohio University | Athens, OH

Bachelor of Science in Psychology

Minor: Business Administration

Certificate: Human Resource Management

Anticipated Graduation: May 2026

GPA: 3.850

EXPERIENCE

City of Athens, Ohio | Athens, OH

August 2025 – Present

Human Resource Intern

- Support HR operations to 8 departments, assisting with onboarding, benefits administration, HRIS management (BambooHR) compliance documentation, and the employee lifecycle.
- Digitized and standardized 400+ employee personnel files within BambooHR, strengthening legal compliance, improving record accessibility, and modernizing record retention processes.
- Managed internal and external email correspondence to job applicants, employees, department heads, and public officials, communicating reminds, notifications, and information
- Identify workflow inefficiencies and outdated procedures and update these to reduce administrative time and improve process efficiency

Hobart Filler Metals | Troy, OH

May 2025 – August 2025

Human Resources Intern

- Supported HR staff through employee files maintenance, created and updated SOP documentation and recruitment documents, and developed monitor slide HR communication content, seen by ~400 employees
- Evaluated 7 document management vendor, recommended top 3 solutions, and contributed to the digitalization of 400+ employee files, streamlining workflows and reducing administrative effort
- Coordinated weekly and monthly wellness events and business-wide meetings, contributed to “Respect in the Workplace” training content, and developed employee appreciation initiatives
- Co-led 6 employee relations investigations, including intake documentation, interview guides, findings, and closure documents to ensure alignment with company policies and recommend actionable improvements

LEADERSHIP AND INVOLVEMENT EXPERIENCE

University Hearing Board | Athens, OH

October 2024 – August 2025

Board Member

- Participated in weekly hearings with 3 other board members to evaluate cases of alleged violations of university policies by reviewing evidence and listening to testimonies, requiring unbiased attention to detail
- Apply university policies fairly when decision-making, considering the necessary needs of the defendant and university to support the defendant’s personal growth, accountability, and sense of responsibility
- Safeguarded the confidentiality of all meetings by adhering to policies on handling sensitive information by ensuring all case details were discussed exclusively within private board environments

COURSEWORK & PROJECTS

City of Athens Recruitment Project | Ohio University

January 2025 – May 2025

- Developed and executed recruitment strategies for lifeguards, pool attendants, and summer camp counselors positions through flyers, classroom and student organization presentations, and social media
- Distributed 200+ flyers and engaged with 200+ students around Athens and Ohio University’s campus to increase awareness and promote job positions
- Analyzed the effectiveness of recruitment methods, identifying areas for improvement such as expanding social media platforms and implementing an employee referral incentive program