

Meghan Schippers

1301 W. 24th Street, Apt. C-06
Lawrence, KS 66046

m354s153@ku.edu
(316) 734-1652

Education:

Mulvane High School
Mulvane, KS 67110

Graduated May 2012

University of Kansas

2012-present

- Anticipated graduation with B.S.E. in Elementary Education: 2016
- Current GPA: 3.88
- College of Liberal Arts and Sciences Honor Roll: Fall 2012, Spring 2013

Experience:

Office Assistant at Quality Body Shop

2009-2013

- Greeted and assisted customers
- Handled phone calls and responded to emails and customer inquiries
- Operated fax & copy machines and label makers
- Worked with computer programs including Microsoft Word, Excel, and Outlook
- Organized and filed company documents and paperwork

Facility Assistant at Ambler Student Recreation Fitness Center

Aug. 2013- Jan. 2014

- Performed assigned duties such as admitting patrons into the building, checking out equipment, answering questions about ASRFC policies and procedures, etc.
- Assisted patrons with inquiries and requests
- Carried out various tasks as assigned by supervisor

Tutor for University of Kansas YES Tutoring and Mentor Program

Sept. 2013-present

- Assist elementary and high school age students with school work
- Serve as a mentor for younger students
- Provide assistance to classroom teacher as needed

Activities:

University of Kansas Honors Program Member

Fall 2012-present

Boys and Girls Club of Lawrence Volunteer

Spring 2013

University of Kansas Big Event Volunteer

Spring 2013

Kansas Kids Fitness Day Volunteer

May 10, 2013

Willow Domestic Violence Center Volunteer

Oct. 2012

Skills:

Familiar with Windows operating systems

Typing speed of approximately 105 words per minute

Experience in customer service and communications

Well-developed organizational and planning skills

CPR/AED Certified

Hold a valid driver's license

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December 22, 2013

To Whom It May Concern:

I am submitting my resume in response to the Kansas Geological Survey's Human Resources Assistant job opening posted on the University of Kansas website.

My past work experience as an office assistant at the Quality Body Shop of Mulvane, Kansas has given me hands-on experience in a professional office environment. While there, I was responsible for carrying out various detail-oriented tasks for the business including filing and archiving company documents, performing company data entry, operating office computers, telephones, and fax/copy machines, and receiving and sorting office mail. I often ran various errands for the business using company vehicles, and I carried out other miscellaneous tasks as assigned by the office manager. My time spent as an office assistant allowed me to develop a highly motivated and independent work style. I am a dedicated worker who is capable of self-direction without constant supervision, and I am comfortable taking on large responsibilities.

I have also worked as a facility assistant at the Ambler Student Recreation Fitness Center. This position required strong customer service skills and prioritized excellent service to student and faculty patrons. It also placed a large emphasis on teamwork among coworkers and required cooperation and effective communication between multiple employees for success. Additionally, my work as a tutor for the University Career Center's YES Tutoring program has allowed me to develop strong problem solving and conflict management skills that contribute to my ability to communicate and work well with others.

I am confident that my interpersonal communication skills combined with my previous experience as an office assistant makes me a strong candidate to serve as a well-qualified Human Resources Assistant.

Thank you for your time and consideration. If you have any questions regarding my application, please don't hesitate to contact me by email at m354s153@ku.edu or by telephone at (316) 734-1652.

Sincerely,

Meghan Schippers

[Help](#)

Application Details

General Information		
Display Name:	Meghan Schippers	
Applicant ID:	24681	
Applicant Type:	External Applicant	
Applicant Status:	010 Active	
Job Opening ID:	4433 Student Hourly - Human Resources Assistant - Kansas Geological Survey	
Resume Text		
Resume Title:	HR_Assistant_Resume.docx	
Language Code:	ENG	
Resume Text:		
Contact Information		
Name Prefix:		
First Name:	Meghan	
Middle Name:		
Last Name:	Schippers	
Name Suffix:		
Address:		
Preferred Contact:	EMail	
Email Addresses		
Email Type	Email Address	Preferred
Campus	m354s153@ku.edu	Yes
Preferences		
Desired Start Date:	12/30/2013	
Regular/Temporary:	Either	
Full/Part-Time:	Part-Time	
Willing to Relocate:	No	
Willing to Travel:	No	
Travel Percentage:	None	
Desired Work Days:	<input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	
Minimum Pay:	8.500000 USD Bi-weekly	
Desired Shift:	Any	
Hours Per Week:	15.0	
Geographic Preferences		
First Choice:	KU Lawrence	
Second Choice:	KU Lawrence	
Comments:		
Job Openings		
Job Opening ID	Posting Title	
4433	Student Hourly - Human Resources Assistant - Kansas Geological Survey	
Referral Source		
Source	SubSource	Specific Referral Source
Posting	Other-Please specify below	University of Kansas website
Education Level		
Highest Education Level:	1-Yr College	
Work Experience		
Start Date:	09/11/2013	
End Date:		
Employer:	YES Tutoring & Mentor Program	
Ending Job Title:	Tutor/Mentor	
Ending Pay Rate:	USD Month	
Start Date:	08/26/2013	
End Date:	01/17/2014	
Employer:	ASRFC	
Ending Job Title:	Facility Assistant	
Ending Pay Rate:	USD Month	
Start Date:	06/01/2010	
End Date:	07/11/2013	
Employer:	Mulvane Recreation Center	

Ending Job Title:	Summer Program Assistant		
Ending Pay Rate:	USD	Month	
Start Date:	06/01/2009		
End Date:	08/09/2013		
Employer:	Quality Body Shop		
Ending Job Title:	Office Assistant		
Ending Pay Rate:	USD	Month	

♥ References

Reference Name	Title	Employer
Sandra Boutz	Ms.	Mulvane High School
Shelby Gunter	Ms.	Ambler SRFC
Stephanie Katzer	Ms.	Prarie Park Elementary School

View Questionnaire

Meghan Schippers

Applicant ID: 24681

Job Opening: 4433 Student Hourly - Human Resources Assistant - Kansas Geological Survey

Question: 1030 Are you currently enrolled in at least 6 credit hours this semester?

Answers

1007 Yes



1008 No



Question: 1033 Are you legally authorized to work in the United States?

Answers

1007 Yes



1008 No



Question: 1034 Have you ever been or are you currently employed at the University of Kansas, KU Medical Center or another State of Kansas Agency? If yes, please provide dates of employment.

Answers

Facility Assistant at Ambler Student Recreation Fitness Center:
August 26, 2013- January 17, 2014Tutor for University Career Center's YES Tutoring & Mentor
Program: September 11, 2013- present

Evaluators for the Open Ended Question

Average Review Points:

Evaluator Response

Empl ID

Name

No Evaluations made.

Question: 1042 Have you EVER been convicted of a crime (misdemeanor or felony) other than a minor traffic violation?

Answers

1007 Yes



1008 No



Question: 1190 Describe your experience in a general office setting including clerical or administrative support work and computer experience.

Answers

While working as an office assistant at Quality Body Shop of Mulvane, Kansas, I was responsible for many office based tasks. I worked on Windows computers with programs like Microsoft Word, Excel, and Outlook. I entered company data, responded to emails, and performed Internet research for the business. I was also responsible for answering telephones and assisting customers both over the phone as well as in person. I operated office fax and copy machines, used label making machines, received, organized, and filed company documents, and collected and sorted company mail. I also ran errands in company vehicles and performed various other tasks as instructed by the office manager.

Evaluators for the Open Ended Question

Average Review Points:

Evaluator Response

Empl ID

Name

No Evaluations made.

Question: 1339 What is your major?

Answers

Elementary Education

Evaluators for the Open Ended Question

Average Review Points:

Evaluator Response

Empl ID

Name

No Evaluations made.

Question: 1351 Do you have a valid Kansas driver's license or are you willing and able to obtain one at onset of employment?

Answers	1007 Yes	<input checked="" type="checkbox"/>
	1008 No	<input type="checkbox"/>

Question: 1473 Are you a KU student who is or will be enrolled in 6 credit hours or more during the academic school year?

Answers	1007 Yes	<input checked="" type="checkbox"/>
	1008 No	<input type="checkbox"/>

Question: 1678 Please provide your availability Monday through Friday between the hours of 8:00 a.m. - 5:00 p.m.

Answers	Monday: 1:00 pm- 5:00 pm Wednesday: 1:00 pm- 5:00 pm Thursday: 4:00 pm- 5:00 pm Friday: 1:30 pm- 5:00 pm
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Evaluators for the Open Ended Question

Average Review Points:

Evaluator Response	
Empl ID	Name
	No Evaluations made.

Question: 2217 Do you have a good command of the English language, both in written and verbal, with particular proficiency in grammar?

Answers	1007 Yes	<input checked="" type="checkbox"/>
	1008 No	<input type="checkbox"/>

Question: 2218 Please describe your experience with filing, mail merging, label making, and proof reading.

Answers	While working at Quality Body Shop, I sorted and filed numerous company documents and handled most of the paperwork that went through the office. I was also responsible for organizing and archiving large files and data folders. I labeled files and folders and was expected to sort and store them correctly for retrieval and use by office staff. I often composed and proofread documents, emails, and memos that left the office and was expected to do so with a high degree of accuracy. I have never used mail merge software, but I have learned many other programs and functions and am familiar enough with computers to be able to learn new tasks quickly.
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Evaluators for the Open Ended Question

Average Review Points:

Evaluator Response	
Empl ID	Name
	No Evaluations made.

Question: 2219 Please list any business related coursework you have completed.

Answers	N/A
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Evaluators for the Open Ended Question

Average Review Points:

Evaluator Response	
Empl ID	Name
	No Evaluations made.

Apply

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