# **Meghan Schippers**

1301 W. 24<sup>th</sup> 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 Boys and Girls Club of Lawrence Volunteer University of Kansas Big Event Volunteer Kansas Kids Fitness Day Volunteer Willow Domestic Violence Center Volunteer Fall 2012-present Spring 2013 Spring 2013 May 10, 2013 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

# **Meghan Schippers**

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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 <u>m354s153@ku.edu</u> or by telephone at (316) 734-1652.

Sincerely,

Meghan Schippers

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### Application Details

General Information	on			
Display Name:	Meghan Schippers			
Applicant ID:	24681			
Applicant Type:	External Applicant			
Applicant Status	010 Active			
Job Opening ID:	4433	Student H Geologica	ourly - Human Reso I Survey	ourœs Assistant - Kansas
Resume Text				
Resume Title:	HR_Assistant_Res	ume.docx		
Language Code:	ENG			
Resume Text:				
Contact Information	on			
Name Prefix:				
First Name:	Meghan			
Middle Name:				
Last Name:	Schippers			
Name Suffix:				
Address:				
Preferred Contact:	EMail			
□ Email Addresses				
	mail Address 354s153@ku.edu			Preferred Yes
♥ Preferences	1000000			
Desired Start Date:	12/30/2013 Either			
Regular/Temporary: Full/Part-Time:	Part-Time			
Willing to Relocate:	No			
Willing to Travel:	No			
Travel Percentage:	None			
Desired Work Days:				
Desired Work Days.	✓ Monday	✓ Tuesda	✓ Wednesday	✓ Thursday ✓ Friday
Desired Work Days.	✓ Monday  ☐ Saturday	✓ Tuesda Sunday		√ Thursday ✓ Friday
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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

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View Questi	onna	iire		
Meghan Schipp	ers			
Applicant ID:	2468	1		
Job Opening:	4433	Student Hourly - Human Survey	n Resources Assista	ınt - Kansas Geologi
Question: 1030	)	Are you currently enrolled in at least 6	credit hours this se	mester?
Answers				
1007 Y	es		$\checkmark$	
1008 N	lo			
Question: 1033	3	Are you legally authorized to work in t	ne United States?	
Answers				
1007 Y	'es		✓	
1008 N	lo			
Question: 1034	1	Have you ever been or are you currer KU Medical Center or another State o dates of employment.	itly employed at the f Kansas Agency?	University of Kansas f yes, please provide
Answers		Facility Assistant at Ambler Student R August 26, 2013- January 17, 2014 Tutor for University Career Center's Yi Program September 11, 2013- preser	ES Tutoring & Mente	
Evaluators for th	ne Ope	n Ended Question		
		Average Revi	w Points:	
Evaluator Resp	onse			
Empl ID Na	ame			
			No Evaluations ma	de.
Question: 1042	2	Have you EVER been convicted of a	crime (misdemeano	ror felony) other than
Answers		minor traffic violation?		
74134013	1007	Yes		
	1008	No		✓
Question: 1190	)	Describe your experience in a genera	I office setting induc	ling derical or
Answers		administrative support work and comp		
		While working as an office assistant a Mulvane, Kansas, I was responsible for worked on Windows computers with p Excel, and Outlook. I entered compan and performed Internet research for the responsible for answering telephones over the phone as well as in person. I machines, used label making machine filed company documents, and collect also ran errands in company vehicles tasks as instructed by the office mana	or many office based rograms like Microsi y data, responded to the business. I was all and assisting custor operated office fax es, received, organized and sorted comp and performed varior pand performed varior.	d tasks. I off Word, o emails, lso mers both and copy ted, and any mail. I
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			No Evaluations ma	de.
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Answers		Elementary Education		
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Evaluator Resp	onse			
	ame			
			No Evaluations ma	de.
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Answers	1007	Yes		<b>✓</b>
	1008	No		
uestion:	1473	Are you a KU student who is or will b the academic school year?	e enrolled in 6 credit ho	ours or more during
Answers	1007	V		<b>2</b>
				<b>S</b>
	1008			U
uestion:	1678	Please provide your availability Mond 8:00 a.m 5:00 p.m.	day through Friday betv	veen the hours of
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		
Evaluators	s for the Ope	en Ended Question		
		Average Rev	iew Points:	
Evaluator	Response			
Empl ID	Name			
			No Evaluations made	).
uestion:	2217	Do you have a good command of the verbal, with particular proficience in g	English language, bot grammar?	th in written and
Answers	1007	Vas		✓
	1008			
uestion:	2218	Please describe your experience with	n filing, mail merging, la	abel making, and
			3,	3.
Answers		proof reading.  While working at Quality Body Shop, company documents and handled m	I sorted and filed nume	erous at went
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