JACQUELINE ROBARGE, SHRM-CP

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Relocating to St. Petersburg, Florida in October 2023.

Additional Skills

- Time Management
- Communication
- Leadership
- Teamwork
- Organization
- Self-Motivated
- Interpersonal
- Detail-Oriented
- Customer Service
- Problem Solving

Education

University of Wisconsin – Eau Claire, Eau Claire, Wisconsin — Fall 2017 – May 2021

Bachelor of Business Administration, GPA 3.73/4.0

- Major: Human Resource Management
- Minor: Business Finance
- Leadership Certificate

Experience

Paul's Pizza Den – Bartender/Server — June 2019 – Present
Birchwood, Wisconsin

- Provided excellent customer service experience
- Verify age appropriateness
- Prepare alcohol and non-alcohol beverages for bar and restaurant patrons
- Mix ingredients to prepare cocktails
- Comply with all food and beverage regulations
- Restock and replenish bar inventory and supplies as needed
- Make recommendations to customers

Maynard's Restaurant – Wharf Bartender — May 2023 – August 2023
Minneapolis, Minnesota

Ameriprise Financial – Associate Campus Recruiter — July 2022 – June 2023
Minneapolis, Minnesota

- Served as point of contact for all external partners such as student organizations and school partnerships
- Attended and presented at student organization engagement meetings
- Connect and engage with candidates who had pending/accepted offers
- Prepare, finalize, distribute, and collect all offer letter paperwork
- Recruited and filled 29 Summer Intern and Leadership Development Program Associates
- Partnered with three business units to assist with recruitment needs

Ameriprise Financial – Campus Recruiting Coordinator — January 2022 – July 2022
Minneapolis, Minnesota

- Coordinate activities during the fall and spring campus recruitment cycle that ensure organizational presence and preparedness for key events
- Coordinate and schedule interviews for campus team and business units
- Serve as a point of contact for the campus team, business units, and candidates

- Assisted on activities and programs associated with the Summer Internship Program and Leadership Development Program
- Provide ad hoc support which included ordering event merchandise, on-site conference support, and other administrative duties that support the Talent Acquisition team

Andersen Windows & Doors – Contract Talent Acquisition Coordinator April 2021 – January 2022
Oak Park Heights, Minnesota

- Communicate and build relationships with Hiring Managers to understand hiring needs to fill open internship and new grad positions
- Partner with career services to build relationships with diverse student groups
- Plan and coordinate the logistics for information sessions and career fairs
- Co-host the 2021 summer internship
- Recruit and fill 63 internship positions for summer 2022 and 13 new graduate rotational program
- Create a future strategy for the University Recruiting program (Internship program, Campus Recruiting, & Partnerships)
- Serve as point of contact for all hiring managers, interns, and new grads through our campus inbox
- Prepare, finalize, distribute, and collect all offer letter paperwork
- Process new hire information utilizing PeopleSoft
- Management, promotion, administration, processing, and reporting for the Andersen employee referral program and new hire signing bonuses

Cascades Tissue Group – Human Resource Intern November 2019 – March 2021
Eau Claire, Wisconsin

- Assist with the recruiting process which includes:
    - Assist with the job posting process
    - Conduct pre-employment testing
    - Conduct phone screens
    - Schedule interviews
    - Assist with interviews
    - Respond to all inquiries in a timely manner
- Maintain training spreadsheets such as, on-the-job training and powered industrial vehicle training.
- Track and maintain employee attendance and distribute discipline letters, as needed
- Assist with Open Enrollment activities as needed such as, providing navigational training for employees to enroll using UltiPro, and prepare benefit packets for employees and new hires
- Work with supervisors to ensure performance reviews for employee's probation period are completed in a timely manner
- Maintain orientation material, including updating when needed, and employee personnel, training and benefits files
- Update company policies and procedures as needed
- File employee documents and other administrative work as assigned by supervisor
- Serve as point of contact for employees

Awards and Extracurricular Activities

- UWEC School of Business Dean's List 6 Semesters

  Years: Spring 2018, Spring 2019, Fall 2019, Spring 2020, Fall 2020, Spring 2021

- Member of Society of Human Resource Management (SHRM)

  Years: Fall 2019, Spring 2019, Fall 2020, Spring 2021

- Volunteer Committee Co-Chair for SHRM

  Years: Fall 2020