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| Martha Beyene | |  |  | | --- | --- | | 217 Red Maple Rd., Richmond Hill ON, L4B4S8 |  | | (416)-880-3732 |  | | marthabeyene@hotmail.com |  | |

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|  | **Objective** |

Seeking an actively progressive, full-time Human Resources position where I can utilize my analytical and business acumen to further enhance and support the organizations mission and values – along with personal development.

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|  | **Summary of Qualifications** |

* Ted Rogers Bachelor of Commerce (B.Comm.), *Human Resources Management major*
* Organized and accountable, shown through coordinating and providing guidance for all clients, visitors and external stakeholders as a receptionist.
* Self-motivated, driven and willing to provide the best service.
* Strong ability to lead, and work collaboratively within a team gained through experience as a server.
* Excellent interpersonal, written and verbal skills.
* Strong proficiency with Microsoft Office (Word, Outlook, Excel, PowerPoint)

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|  | **Education** |

**Ted Rogers Business School** | Bachelor of Commerce (B.Comm.) | Specializing in *Human Resources Management*

(January 2017 – December 2019)

* Recipient of TRSM – *GTA Rewards award*

**McMaster University |** Specializing in *Mathematics and Statistics*

(September 2014 – April 2016)

* Designed and facilitated a Network Meta-Analysis workshop

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|  | **Experience** |

## **Eyelash Technician |** Lashes by Martha

### Mar 2017-Present

* Provide customized esthetic treatments for all patrons.
* Obtained and maintained all required certifications related to classic and volume eyelashes

## **Server |** St. Louis Bar & Grill

### Mar 2016-Mar 2017

* Provided a warm-welcome for all guests entering the restaurant, ensuring all other deliverables are under-way.
* Supported the management team in designing training programs utilized as a part of new staff onboarding.
* Protect establishment and patrons by adhering to sanitation, and all other control policies (alcohol, safety, fire procedures)
* Actively staying updated on meal changes as well as inventory deviations - to be reported to the Head Chef and management for replenishment.

## **Receptionist |** RE/MAX Right Choice Inc.

### Feb 2016-Jan 2017

* Forefront Liaison for all guests, clients, and staff entering the building, providing support and direction where necessary.
* Manage all phone calls, visitor sign-in sheets and all other related forms.
* Utilized Excel and Outlook to manage and log data sets and staff payroll to ensure transactional efficiency and organization.
* Prepare offers and Comparative Market Analysis for brokers based on data gathered through primary and secondary sources.

## **Research Assistant |** McMaster Hospital

### Apr 2015- Sep 2015

* Responsible for conducting statistical analyses of data sets, collecting primary and secondary data.
* Contributed to publishing a paper for the study of ADHD
* Collaboration with inter-professional, interdisciplinary teams to coordinate strategic initiatives and review data.
* Design and prepare interview guides for focus groups and survey sessions, while maintaining accurate records, ensuring confidentiality for all clients and subjects.
* Designed and facilitated the “Network Meta-Analysis” workshop teaching attendees about

## **Research Assistant |** The Hospital for Sick Children

### May 2014- Aug 2014

* Design, develop and conducted study procedures including details such as number of study cohorts, methods of survey and follow-up reporting.
* Contributed to publishing a paper for an RSV study.
* Gathered and stayed up to date with all current legislation affecting the hospital sector.
* Developed weekly reports submitted to supervisor based on data collection.

## **Operators Assistant |** Town of Richmond Hill

### Mar 2011 –Aug 2013

* Demonstrated communication skills during calls with customers
* Assisted the manager with the overall supervision and management of the facility
* Organized and sanitized rooms to provide customers with a welcoming environment

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|  | Volunteer Experience |

## **Animator** | Junior Youth Empowerment Program

### 2014 – present

* Mentored youth between the age of 12-15 in various different activities
* Conducted multiple service projects within local neighborhoods
* Assisted youth with their reading and writing capabilities using designated Junior Youth books

*References available upon request*