

Sue McMichael

443.333.3333 • smcmichael10@elon.edu

Current: 4586 Campus Box • Elon, NC 27244

Permanent: 999 Wick Drive • Needham, MA 02494

EDUCATION

Elon University, Elon, NC

May 2015

Bachelor of Arts: Psychology

Minor: Business Administration

GPA: 3.41

Honors: Psi Chi, Presidential Scholarship

Study Abroad: Business of the Pacific Rim

January 2014

- Experienced China, Singapore and Vietnam through the lens of business and cultural activities

HUMAN RESOURCES EXPERIENCE

Extreme Reach, Needham, MA

Summer 2014

Human Resources Intern

- Assisted HR team with ADP portal management
- Maintained personnel files, benefit files and I-9 forms for 100+ employees
- Collaborated with staff to administer Charity Match Contribution program

Copland Industries, Burlington, NC

Spring 2013

Human Resources Intern

- Compiled and managed database of employees
- Attended OSHA and Alamance County Human Resource Association meetings
- Assisted with prescreening job candidates and observed orientation and termination sessions
- Evaluated health benefits and company compensation plan

RESEARCH EXPERIENCE

Social Anxiety in College Students

Spring 2013-Spring 2014

- Researched impact of social anxiety on academic performance in minority college students
- Developed a social anxiety inventory designed specifically for college students
- Presented findings at Spring Undergraduate Research Forum at Elon University

Racial Stereotyping in the Workplace

Fall 2013

- Conducted experiment on impact of racial stereotyping on workplace practices in corporations
- Analyzed gathered data, determined significance of findings and compiled 25 page report of findings

LEADERSHIP

Society for Human Resource Management

Fall 2013-Present

Vice-President of Programming (Spring 2014-Present)

- Organize and implement annual networking event for 20 HR professionals and 40 students
- Coordinate monthly guest speakers to educate members about realities of HR work

Elon 101

Fall 2012 & 2013

Teaching Assistant

- Provided academic and social advice to class of 16 incoming freshmen
- Developed lesson plans and independently instructed classes about time management and study skills