

Miranda Chandler

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EDUCATION

The Pennsylvania State University Berks — Reading, PA

May 2027(Expected)

Bachelor of Science, Business- Mktg & Mgmt

GPA: 3.53

Towson University — Towson, MD

Bachelor of Science, Psychology | Minor, Business Administration

- Student Athlete June 2022-December 2023

RELEVANT EXPERIENCE

HR & Marketing Assistant | DeMedios Building Maintenance | Trappe, PA June 2025 – Nov. 2025

- Provide administrative support to ensure smooth daily operations by organization and reliability.
- Organize employee records in Connecteam. Maintain confidentiality with sensitive documents.
- Assist with onboarding by preparing training materials and the employee handbook.
- Developed SOPs and corrective action plans.
- Marketing for J Squared Innovations. Including crafting social media captions and scheduling posts.
- Manage and oversee all Indeed recruiting activities, including posting jobs, tracking applicants, and coordinating interviews. Ensuring a positive candidate experience.

Human Resources Intern | Phytogenx Inc. | Morgantown, PA

May 2024 – August 2024

- Assisted in various HR functions, including recruitment, onboarding, and employee relations.
- Supported the maintenance of employee records and documentation with organizational skills.
- Helped with the coordination of employee training and development programs.
- Contributed to the development and implementation of employee engagement initiatives.

Cycle Counter/Office Assistant | Sealstrip Corporation | Gilbertsville, PA

Dec 2023- February 2024

- Completed inventory counts of mechanical components.
- Supported office operations by assisting with company events. This includes setting up for parties and decorating for the holidays.
- Organized and reviewed archived files to improve accessibility and record management.

CURRENT EMPLOYMENT

Cheerleading Coach- Penn Elite All Stars

- Coach athletes using clear communication, motivation, and leadership.

Nanny- Self Employed

- Manage daily schedules, provide reliable childcare, and maintain open communication with families.

VOLUNTEER WORK: TriCounty Area Chamber of Commerce: Young Professionals Member

SKILLS: Software: Microsoft Office 365, Connecteam, Gusto, Canva, BlazeAI