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|  | MORGAN GRAY  <https://my.indeed.com/p/morgang-546wcfk> |
| **ADDRESS**:  151 Fairway Drive  Reading, Pa 19606  **PHONE**:  610-914-6035  **EMAIL**:  graymorgs9@gmail.com | **OBJECTIVE**  Obtain a job as a Human Resource Coordinator, expand my experiences, and learn how to build a good atmosphere in the field of Human Resources.  **SKILLS**   * High Motivation * Capable of problem solving * Strong accountability/ownership * Capable of being openminded * Active Listener * Microsoft and Excel Experience   **PROFESSIONAL EXPERIENCE**  **SHRM**  *FEBUARY 2020- PRESENT*  MEMBERSHIP   * Attend Webinars * Attend Meetings and take minutes * Read and Analyze Articles   **DIRECTED PROJECTS**  *JANUARY 2020- PRESENT*  TEL HAI RETIERMENT COMMUNITY HUMAN RESOURCES   * Review/Revise Policies * Sit in on meetings * Relias Training * Sit in on Interviews/General Orientations   **LANCASTER SHRM**  *JANUARY 2019- PRESENT*  STUDENT MEMERSHIP   * Attend Webinars * Attend Chapter meetings each month * Attend Meetings * Trainings   **WORK EXPERIENCE**  **TOWER BEHAVIORAL HEALTH**  *JULY 2020- PRESENT*  HUMAN RESOURCE ASSISTANT   * Uses Microsoft Excel Spreadsheet to obtain records * Obtain employee files: Child Abuse Clearance, FBI Fingerprints, Sterling Background Checks, Occupational Health Appointments, Competencies. * Phone Screenings * Worked with the system Ultipro (HRIS) * Make appointments for clearances * Set up orientation: get employees into timeclock, obtain badge, keys, band, any outstanding documents, prepare folders/handouts/bags.   **RETRO FITNESS KENHORST FRONT DESK CLERK**  *JUNE 2019- PRESENT*  FRONT DESK CLERK/ CHILD CARE PROVIDER   * Watch Children While Parents Workout * Clean up before and after * Make Smoothies * Give Tours * Sign up new members * Answer phone calls   **MILLERSVILLE SMC FITNESS CENTER**  AUGUST *2019- MAY 2020*  FRONT DESK ATTENDANT   * Swipe Student ID Cards * Open and Close Fitness Center * Answering Incoming Phone Calls * Spin Instructor   **MILLERSVILLE EVENT STAFF**  *JANUARY 2018- MAY 2020*  EVENT STAFF COORDINATOR   * Help Usher People * Sell Tickets * Set up and Tear down * Hand Out Programs   **EDUCATION**  **Millersville University**  **Millersville, Pa**  Bachelors of the Arts – Psychology  Graduated May 2020  **Exeter Township Senior High School**  Graduated 2016 |
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