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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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