

Hailey Baker

4717 Prior Drive Apt #157
Wilmington, NC 28412

Email: haileyjade07@yahoo.com
(828) 342-1838

OBJECTIVE To obtain a career opportunity in Human Resources, where previous experience in HR and excellent customer service skills, combined with a strong business education, will add value to the organization.

EDUCATION **University of North Carolina Wilmington**
Cameron School of Business
Bachelor of Science, Business Administration
Concentration: Human Resources Management

Southwestern Community College
Transferred to UNCW in August 2007
GPA 3.2

EXPERIENCE **Coastal Horizons Center, Inc.** **Wilmington, NC**
Human Resources Intern **September '09 - present**
HR Generalist responsibilities for this 150 employee, non-profit substance abuse treatment service provider.

- Participated in providing coordination for all recruitment and selection.
- Involved in payroll management, benefit administration and employee relations program
- Work closely with HR Director on assigned projects

BlueWater Grill **Wilmington, NC**
Wait staff **July '07 - Present**

- Provided full services to customers, handled orders and provided exceptional food service in a high volume and fast-paced environment
- Supervised the closing of this large restaurant with responsibility to ensure staff complete all daily close activities

Boiler Room Steak House **Franklin, NC**
Wait staff / Hostess / Banquet Host **Jan '04 - July '07**

- Served in a variety of functions with increasing responsibility over three years – server, hostess, and restaurant representative for banquets involving as many as 80 people.
- Worked closely with customers on menu selection and pricing.
- Interviewed, hired and trained new employees

STRENGTHS

- MS Office – Excel, Access and Word
- Languages -- Fluent in Afrikaans, some Spanish.
- Proven Leadership and excellent communicator.

ACTIVITIES

- Volunteer in Recreational Park activities.
- Nature photography

HONORS Dean's List, Southwestern Community College, 2006.
BSG Industry Executive Award winner, 2010