

REBECCA Y. BAYECK

443-469-2459 • 5124 Craig Avenue- Baltimore, Maryland 21212 • baryhrd@yahoo.com

Objective: International Graduate Program USA

SUMMARY OF QUALIFICATIONS

Energetic, reliable and flexible graduate student in Human Resources Development, with outstanding academic record, solid experience in administration and office work, and over three years of leadership experience. Innovative problem-solver who can generate workable solutions and resolve complaints. Strengths include cultural sensitivity and an ability to build rapport with a diverse workforce in multicultural settings. Fluent in English and French.

EDUCATION AND PROFESSIONAL TRAINING

Towson University, *Towson, Maryland*

May, 2011

Master of Science in Human Resource Development

- GPA: 4.00
- Graduate Student Association
- Cook Library Advisory Committee.
- Chesapeake Human Resources Association

September, 2009

November <http://www.you>

December, 2010

Fondation Universitaire Mercure, *Brussels, Belgium*

April, 2010

Master in Management of Enterprises

- Earned distinction award for outstanding academic results

Americanos College, *Nicosia, Cyprus*

August, 2009

Master's in Business Administration

- Earned letter of recognition for outstanding academic achievement
- Trained for intercultural communication
- Taught on African leadership

November, 2008

November, 2008

November, 2008

University of Yaounde I, *Yaoundé, Cameroon*

September, 2001

Bachelor in Foreign Language and Civilization

HUMAN RESOURCES MANAGEMENT EXPERIENCE

October, 2010-Present

Maryland Athletic Club, *Baltimore, Maryland*

Human resources Intern

- Maintain data in HRIS system and assure information is available on timely basis
- Prepare reports in support of human resources operations
- Assist in processing new hires, including orientation
- Process employee status change
- Maintain personnel files and accurate employee data
- Work with HR director in designing and delivering training programs
- Conduct background checks for potential employees
- Enroll employees into company's benefit program

LEADERSHIP AND STUDENT AFFAIRS EXPERIENCE

Cook Library Advisory Committee, Towson University, Towson, Maryland

October, 2010-Present

Graduate Student Association Representative

- Advise the Executive Director of the Library in matters relating to services and resources
- Serve as a channel of communication and liaison between the library and its users
- Advocate for the needs of the Towson University Community

International Students and Scholars Office, Towson, Maryland

August, 2010

International Student Ambassador

- Welcomed and mentored international students

- Answered international students' questions
- Planned and participated in orientation activities
- Reviewed and edited MBA dissertations and PHD proposals
- Tutored students having English as second language in meeting the American standard
- Worked students through cultural adjustment
- Educated students in the standards of the American system of education

International Students Association, *Nicosia, Cyprus*

March 2007-April 2009

Students' Advisor

- Advised students on legal issues
- Maintained and monitored students' data
- Organized seminars on the benefits of multiculturalism
- Promoted the economic and intellectual benefits of international students to the immigration service
- Searched and established a network of donors to support the organization activities
- Created partnerships with students' associations in other European countries
- Generated accurate reports on students difficulties
- Guided and helped students process immigration documentation
- Reviewed and edited students' projects and dissertations
- Translated French documents into English for international students
- Advocated for international students' representation in universities advisory boards

COMMUNITY SERVICE EXPERIENCE

March 2008-April 2009

Cyprus Anti-Cancer Association, *Nicosia, Cyprus*

Fundraiser volunteer

- Developed and implement successful fundraising projects
- Established partnership programs with for profit organizations
- Provided support and companionship to cancer patients
- Planned youth informational programs about cancer
- Evaluated university students' awareness on the relationship between cancer and healthy lifestyle
- Worked with universities to implement wellness programs

CUSTOMER SERVICE

February 2004-March2007

National Investment Bank, *Yaoundé, Cameroon*

Customer Service Manager

- Controlled and evaluated the activities of the public relations department
- Managed staff performance in accordance with established strategic directions and policies
- Approved and set caps for loans
- Built, maintained and strengthened customer relationships, including responding to customers' inquiries