

## Vantrice R. Carr

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### EDUCATION

**Towson University**, Towson, MD, May 2011

*Master of Science*, Human Resource Development-Professional Track

*Post-baccalaureate Certificate*, Management and Leadership Development

**Goucher College**, Baltimore, MD, May 2009

*Bachelor of Arts*, Psychology

### RELEVANT EXPERIENCE

**Boxtone**, Columbia, MD

*Human Resources Intern*, June 2011-Present (40 hours per week)

- Qualifying candidates for technical positions by conducting technical phone screens and reviewing resumes.
- Sort sourced resumes according to discipline.
- Assist in posting position descriptions online.
- Research, suggest, and assist in the implementation of training options.
- Interact directly with candidates to inform them of their application status.
- Schedule interviews for hiring managers.

**Employment Background Investigations, Inc.**, Owings Mills, MD

*Human Resources Intern*, February 2011-March 2011 (20 hours per week)

- Prepared for new hire orientations by creating the new hire folders and creating the employee personnel file.
- Ensured that new hire paperwork is properly filled out before turning it over to Sr. Manager of HR. Greeted candidates for interviews.
- Reviewed resumes and recommended candidates for certain positions to the Recruiter.
- Researched and developed a leadership training program for managers.
- Researched possible benefits solutions such as using focus groups.
- Prepared for upcoming audits by creating spreadsheets to fill in electronic employee forms.
- Coordinated and prepared items needed for birthday/ new hire celebration.
- Coordinated the EOTM nominations to the Executive team and track votes.
- Assisted in coordinating office festivities.
- Distributed paychecks and PTO balance summaries. Maintained current employee files.

**Sheppard Pratt Health System**, Baltimore, MD

*Human Resources Intern*, May 2010-January 2011 (15-20 hours per week)

- Assisted with reference checks on prospective employees.
- Scheduled interviews and new hire orientation.
- Helped with preparation of advertising materials for employee recruitment.
- Assisted staff with preparation for employee training events.
- Prepared for and attended job fairs with HR staff.
- Notified candidates of their status through Position Manager.
- Performed general clerical duties such as answering phones, scanning, faxing, and filing, as requested.

**World Relief, Baltimore, MD**

***Human Resources Intern***, September 2009-May 2010 (20-25 hours per week)

- Performed office duties such as phone screening, coordinating meetings, and reference checking.
- Assisted in analyzing and reviewing resumes and applications.
- Maintained inventory of human resources documents and supplies.
- Maintained and updates all international and domestic personnel records in hardcopy and electronically through filing system.
- Assisted with I-9 audits.
- Reviewed and updated current job descriptions as well as notified candidates of their status through Ceridian Recruiting.
- Processed background checks through Intellsearch.
- Prepared new hire personnel folders in advance of start date.
- Scheduled interviews and new hire orientation. Performed general clerical duties such as answering phones, scanning, and faxing.

**Community Living Program, Goucher College, Baltimore, MD**

***Community Assistant***, August 2007-May 2009 (40 hours per week)

- Assisted with recruiting and selecting new candidates for the next semesters (planned recruitment strategies, participated in two-day interview sessions, etc.).
- Assisted with office work such as answered phones and filed.
- Advised and counseled students to achieve their personal and social goals as well as help them to cope with college life through active listening, providing objective information, and referrals.
- Lead and promoted educational, cultural, and social events.
- Presented, interpreted, and enforced policies that affect the student lives in the residence halls.

## **LEADERSHIP AND ACTIVITIES**

**Chesapeake Human Resource Association Student Scholarship**

*Winner*, April 2011

**CHRA-Chesapeake Human Resource Association-Student Member**

**SHRM-Society for Human Resource Management-Student Member**

**UPIC-University Presidential Inaugural Conference, Washington, D.C.**

*Alumni*, January 2009