

Andrew H. Bolls

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- OBJECTIVE** An internship in a Human Resources Department.
- EDUCATION** **University of North Texas**, Denton, TX
M.B.A. Human Resource Management
Expected Graduation: May 2008
- Stephen F. Austin State University**, Nacogdoches, TX
B.A. English. Minors: Psychology & Gender Studies. Magna Cum Laude
- EXPERIENCE**
- Compensation Intern** *June 2007-Present*
Hanson Building Materials America *Irving, TX*
- Worked in team that created hierarchies and job descriptions for all exempt company positions
 - Worked intimately with Hay Group job descriptions
- HR Intern** *June-August 2006*
Menzies Aviation *Irving, TX*
- Created company's FMLA procedures and toolkit
 - Created and presented pay-scale, which was adopted
 - Audited payroll records for a major station
 - Awarded Certificate of Excellence
- Assistant Manager** *November 2004-February 2005*
Walgreens *North Richland Hills, TX*
- Supervised 15 people
 - Resolved customer service issues
 - Processed all returns and refunds
 - Managed, handled, and made bank deposits for \$2000-\$4000 daily
- Assistant Manager** *May-August 2004*
Philmont Scout Ranch *Cimarron, NM*
- Supervised 13 employees at Camping Services
 - Trained 2 managers and 13 employees in daily operations
 - Helped distribute trail food and equipment to 300 Boy Scouts daily
- HONORS & ACTIVITIES**
- Vice President*, UNT Society for Human Resource Management
Member, National Eagle Scout Association
Graduated from School of Honors (20 students from class of 743)
Chapter President, Sigma Tau Delta (English Honor Society)
Vice President, Club de Español
Member, Omicron Delta Kappa (Leadership Honor Society)
Member, Habitat for Humanity
Member, International Student Association
Member, Who's Who Among Students in American Universities & Colleges
- SKILLS** Microsoft Word, PowerPoint, Excel, Internet Explorer, and Firefox
- CERTIFICATION** DDI Behavioral Interviewer

