

Adama Bah

Racine, WI | 555 555 5555 | adamabah@gmail.com | /In/adamabah

Education

Bachelor of Science in Business Management
University of Wisconsin – Parkside
Concentration in Human Resources

Expected Graduation 20xx
Kenosha, WI

Work Experience

Recruiter January 20xx – Present
Six Flags Great America Gurnee, IL

- Connect with over 75 schools in the first two weeks of being a recruiter
- Attend numerous recruiting events, connecting with young adults looking for a first job
- Manage Handshake, a job site for college students, and post over 28 jobs on the website
- Assure that job descriptions are up to date and reach out to departments who need updated descriptions

Guest Relations Team Member June 20xx – Present
Six Flags Great America Gurnee, IL

- Assisted over 15,000 guests in-person, over the phone, and through Salesforce effectively and efficiently
- Adapted to work environment quickly to be able to keep the workflow moving
- Aided guests with concerns to assure that their voices were heard and accommodated accordingly
- Administered Attraction Access Passes for those who need accommodation

Lead Career Ambassador December 20xx - Present
Advising and Career Center Kenosha, WI

- Approved over 500 jobs on Handshake within a month of starting position
- Composing meetings with students to help make their resume and cover letters strong
- Generated multiple documents to assure students have resources to be career-ready
- Directed the new Career Ambassador hiring process

Career Ambassador I December 20xx – December 20xx
Advising and Career Center Kenosha, WI

- Analyzed over 25 students' resumes and cover letters to help them become career ready
- Organize files to help coworkers find resources easily and work efficiently
- Assisted in approving over 350 employers on Handshake
- Developed cover letter guides to help students with their own

Campus Involvement

Member April 20xx – Present

SHRM Chapter