

RYLEE RAIDER

Anytown, IA • ryleeraider@gmail.com • 712-867-5309

EDUCATION

Bachelor of Arts: **Business Administration – Management**

July 2020

Northwestern College | Orange City, IA

Relevant Coursework: Human Resource Management [BUS309], Organizational Leadership [BUS360]

RELATED EXPERIENCE

HR/Administrative Intern | Homeology, Arnold's Park, IA

May 2020 – Present

- Train employees to complete business computer tasks including Point Of Sale transactions and time tracking
- Manage merchandise inventory by monitoring supply and overseeing the ordering process
- Actively serve customers by completing transactions, resolving concerns, and addressing inquiries

Institutional Research | Northwestern College, Orange City, IA

September 2019 – March 2020

- Explored national Higher Education student satisfaction rates to understand and identify areas of improvement on campus
- Collected, analyzed and reported National Survey of Student Engagement (NSSE) data to recognize trends and comparisons between similar higher education schools

Quality Intern | Den Hartog Industries, Hospers, IA

May 2019 – March 2020

- Evaluated past quality processes and implemented more efficient and cohesive file management systems
- Created new system for production workers to input data measurements during product manufacturing, ensuring accurate and complete manufacturing records
- Collaborated with management to create new quality standard manuals for company-wide implementation
- Designed step-by-step production instructions for illiterate and ESL employees to assemble products

EXPERIENCE

Student Tutor | Northwestern Business Department

August 2019 – March 2020

Northwestern College, Orange City, IA

- Aided students with resume and cover letter creation, providing editing and formatting guidance

Student Coach | Northwestern College Track and Field

August 2018 – March 2020

Northwestern College, Orange City, IA

- Researched practice drills and techniques for 15 hurdlers and coached two individuals to indoor nationals
- Assisted with coordinating 12 student workouts, three times per week, adhering to academic schedules

Staff Mentor | Northwestern NEXT Program

August 2018 – March 2020

Northwestern College, Orange City, IA

- Mentored five students with developmental and intellectual disabilities by teaching life skills in the classroom
- Coordinated weekly social lunches to integrate students into the collegiate environment

NCAA Division I Men's Basketball Tournament Operations Volunteer

March 2018

Georgia Technology Institution, Event Operations Staff, Atlanta, GA

- Served as site liaison for 160 band and cheer/dance team members by coordinating practice schedules and monitoring and enforcing competition-related rules outlined in the *2018 Host Operations Manual*
- Managed venue entry protocols including ticket and credential distribution for entertainment members
- Organized pregame marketing activation materials and issued postgame awards to players and coaches

LEADERSHIP & SERVICE

Northwestern College Track and Field Varsity Student-Athlete Recruiter

August 2017 – May 2018

Then Feed Just One (Kids Against Hunger) Project Coordinator

April 2017