

Millie Chang

Human Resources Intern

📞 (614) 555-7318

✉ millie.chang@example.com

🌐 linkedin.com/example/milliechang

📍 Columbus, OH 43215

STRENGTHS

- 👥 **Employee Connection**
During workplace culture research, feedback became practical ideas for recognition, connection, and stronger employee participation.
- ♥ **Clear Writing**
Newsletter and leader message work turned complex updates into readable content that audiences could act on.
- ☰ **Organized Coordination**
Project trackers kept requests, approvals, files, and deadlines visible, making collaboration calmer and more reliable.
- 📌 **Thoughtful Analysis**
Excel coding helped surface recurring feedback themes, giving research discussions a clearer and more useful direction.
- 🎯 **Careful Communication**
Proofreading and confidentiality practices protected message quality, and teammates trusted documented work for final review.

SKILLS

Employee Engagement
Internal Communications
Business Writing Editing
Proofreading Survey Feedback
Project Coordination
Employee Recognition
Onboarding Support
Change Communication
Content Planning Confidentiality
Microsoft Office
Cross Functional Work
Presentation Development

SUMMARY

Human Resources and Communications student preparing for an internship focused on **employee experience**, engagement, retention, recognition, onboarding, and **internal communications**. Academic and campus work includes employee friendly writing, survey analysis, program coordination, presentation development, content planning, and confidential information practices. Comfortable using **Microsoft Word**, PowerPoint, Excel, Outlook, Teams, and Canva to organize requests, track deadlines, and create clear materials for frontline and office based audiences. Supervised projects translated research and feedback into practical guides, newsletters, **leader messages**, presentations, and recommendations. Coursework strengthened proofreading, data organization, change communication, workplace culture analysis, and cross functional coordination. Careful documentation and dependable follow through support meaningful employee connections, clear communication, and steady program execution.

EDUCATION

Bachelor's Degree in Human Resources Management

Franklin University 🎓 GPA: 4.0 📅 2027 📍 Columbus, OH

Coursework: *Employee Relations, Organizational Communication, Human Resource Management, Business Writing, Workplace Culture*

TECHNICAL SKILLS

- **Microsoft Office:** Microsoft Word, PowerPoint, Excel
- **Communication Platforms:** Outlook, Teams, email
- **Visual Content Tools:** Canva, flyers, one page layouts
- **Employee Programs:** Engagement, retention, recognition
- **Communication Content:** Newsletters, announcements, leader messages
- **Project Tracking:** Requests, deadlines, approvals
- **Research Methods:** Surveys, feedback coding, workplace research
- **Presentation Development:** PowerPoint, presentations, meeting materials
- **Writing Quality:** Editing, proofreading, business writing
- **HR Coordination:** Onboarding, events, meetings
- **Measurement Practices:** Participation data, survey analysis, feedback themes

EXPERIENCE

HR Employee Experience Project Lead

Capstone Project 📅 January 2026 - Present 📍 Columbus, OH

Led a supervised capstone focused on employee engagement research, recognition resources, survey feedback, communication planning, and practical recommendations. Organized project files, reviewed quality, coordinated contributors, and presented findings for workplace use.

- Planned employee surveys and **recognition** resources around clear **engagement** goals and practical employee needs.
- Coordinated **research timelines**, stakeholder input, and project files for traceable delivery and review.
- Analyzed **survey feedback** and documented themes supporting stronger connection, recognition, and **retention** planning.
- Created employee friendly guides and presentation materials using Microsoft Word and PowerPoint.
- Presented recommendations that connected employee feedback with practical communication and program improvements.
- Reviewed confidential project information for accuracy, completeness, and appropriate handling practices.

LANGUAGES

English	Native
Mandarin Chinese	Proficient

MY CAREER



- HR Employee Experience
Project Lead at Capstone Project
(8 Months)
- Internal Communications
Campaign Coordinator at
University Project (3 Months)
- Workplace Culture Research
Assistant at Academic Research
(4 Months)

Internal Communications Campaign Coordinator

University Project 📅 September 2025 - December 2025 📍 Columbus, OH

Coordinated a supervised campus communications campaign covering newsletters, leader messages, Canva assets, presentations, approvals, distribution tracking, and deadline management. Supported clear messages for varied audiences through careful editing and organized collaboration.

- Drafted **newsletters** and leader messages that clarified campus updates for varied employee audiences.
- Created Canva flyers and one page assets supporting consistent campaign presentation and easy review.
- Built PowerPoint **presentations** that organized campaign information for **meetings** and stakeholder discussions.
- Tracked requests, approvals, **deadlines**, and **distribution** steps through organized project records.
- Proofread **digital content** before release, correcting wording, formatting, and audience clarity issues.
- Coordinated feedback from contributors and documented final communication decisions for reliable follow through.

Workplace Culture Research Assistant

Academic Research 📅 January 2025 - May 2025 📍 Columbus, OH

Supported supervised workplace culture research through feedback coding, Excel analysis, presentation preparation, file management, and findings documentation. Converted research observations into organized insights supporting **employee experience** and engagement discussions.

- Coded workplace culture feedback in Excel, organizing themes for clear research review.
- Maintained research **files** and **trackers** with confidential information practices and consistent naming conventions.
- Prepared presentation slides that connected employee feedback with workplace culture observations.
- Reviewed coded data for completeness before sharing findings with supervised research stakeholders.
- Summarized research themes in plain English for audiences with varied workplace perspectives.
- Supported meeting preparation through organized notes, source records, and presentation updates.

PROJECTS

Employee Recognition Toolkit 📅 2026

Small steps can create meaningful workplace connection. Developed a supervised toolkit concept with recognition prompts, employee friendly guidance, communication examples, and presentation content for future program discussions.

Campus Change Communication Campaign 📅 2025

Clear communication builds confidence during change. Created a supervised campaign structure with newsletter copy, leader messages, Canva layouts, PowerPoint content, approval tracking, and distribution planning.

LEADERSHIP & AWARDS

- Dean's List, 2025 to 2026, recognized sustained academic achievement.
- Student Research Showcase Recognition, 2025, honored workplace culture research presentation.
- Academic Achievement Scholarship, 2024 to 2026, awarded for strong academic performance.

CERTIFICATIONS

- Microsoft Learn: Work Smarter with Microsoft 365 📅 2026
- Coursera: Writing Professional Email and Memos 📅 2025

PROFESSIONAL AFFILIATIONS

- Student Engagement Council, Communications Volunteer, 2025 to Present.
- Campus Peer Mentor, 2025 to Present, supporting student connection and guidance.
- University Service Day Planning Team, 2024 to 2025, coordinating campus service activities.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST