

---

# Mary A. Kelly

**Resident:**  
4500 North St. Joseph Avenue  
Evansville, IN 47712

**Home:** (812)683-4833  
**Cell:** (812) 568-7311  
makelly@mail.usi.edu

---

**OBJECTIVE:** A full-time Human Resource Generalist Position. Willing to Relocate.

**KEY SKILLS:** Trained in Conflict Resolution  
Proficient in Microsoft Word, Excel, PowerPoint and Outlook  
Proven leadership and supervisory experience  
Personal Traits: Professional, Adaptable, Focused, Team Builder

**EDUCATION:** **Bachelor of Science in Management**  
**Emphasis in Human Resources** May 2008  
UNIVERSITY OF SOUTHERN INDIANA, Evansville, IN  
AACSB Accredited College of Business  
Accumulative GPA 3.54

**Honors and Activities:** Alpha Kappa Psi Business Fraternity, Society of Human Resources, National Society of Collegiate Scholars; Dean's List multiple semesters.

## **WORK EXPERIENCE:**

**University of Southern Indiana, Residence Life, Evansville, IN**  
**Resident Assistant** January 2005 - present

- Supervised 35 residents
- Provided conflict mediation and resolution
- Assisted with student life adjustment
- Assisted students in understanding campus policies and regulations
- Acted as role model and peer advisor to residents

**Kimball International, Jasper, IN**  
**Human Resource Intern** May 2006 – August 2006

- Updated and enhanced Kimball website and Human Resource page
- Organized and developed PowerPoint presentations to communicate policies and procedures to new employees

**USI Career Services and Placement, Evansville, IN**  
**Student Worker** May 2005 – October 2005

- Assisted in organizing career fairs
- Answered phone and assisted walk-ins
- Organized internship paperwork
- Followed-up with and stayed in contact with interns

## **COMMUNITY SERVICES:**

Weekly volunteer at **Salvation Army**, September 2006 – May 2008; Walked and raised money for **Relay for Life**, June 2004, June 2005, June 2006, June 2007; Directed traffic during **Susan B. Komen Race for the Cure**, September 2005, September 2006, & September 2007.