

Raelynn Tibayan
rtibayan@erols.com

810 Taylorann Court
Fair Lakes, VA 22099
703-998-9871

Objective

Position in human resources administration requiring excellent analytical, communication, and interpersonal skills. Special interest in managing employee information systems.

Education

B.A. in Sociology, minor in Information Technology, December 2001
George Mason University, Fairfax, VA

- Course Projects included: Development of three Websites using HTML and Java Script.
- Course work included: Sociology of Work; Collective Bargaining; Legal Environment of Business; Management Information Systems; Spreadsheet Applications.
- Completed a five-week (25 hour) shadowing experience at the Fairfax County Government Office of Employee Relations and Assistance, Spring 2000.
- Financed 100% of education costs through part-time and full-time employment.

Skills

Experience using Java Script and HTML
Knowledge of C++
Proficient in Microsoft Word, Access, Excel
Skillful in making PowerPoint presentations
Highly competent in Internet research
Proficient in English, French and Hindu

Experience

Volunteer, Northern Virginia Hotline, Annandale, VA, 1999-present
Created and maintain relational database of client concerns and outcome on average of 300 calls per week. Generate monthly report of client statistics and volunteer hours.

Weekend Shift Supervisor, Pacific Café, Clifton, VA, 1998-present
Schedule and delegate work for 15 employees. Train and supervise servers. Solve operation and personnel problems.

Customer Service Representative, Bank One, Fairfax, VA, 1996-present
Help training and supervise new tellers. Handle more than \$100,000 in banking transactions daily. Resolve customer service concerns. Received three commendations for outstanding service. Promoted to this position after six months as customer service trainee.

Leadership Activities

Women in Computing, 2000-present
Current Chairperson, College Member Recruitment Committee.

Society for Human Resource Management, George Mason University, 1999-present
Serve as the Committee Chairperson for the annual Student/Employer Convention, and Recording Secretary.