

William W. Woodard, III

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(347)-589-0625

- OBJECTIVE:** Seeking an internship that will contribute to my leadership, team and management skills while providing exposure to the field of Human Resources.
- EDUCATION:** **Pace University:** Lubin School of Business-White Plains, NY
MBA: Human Resource Management GPA: 3.23 Expected: 12/15
- Pace University:** Lubin School of Business-Pleasantville, NY
BBA: Business Management, Concentration in Human Resources GPA: 3.54 Graduated: 5/12
- HONORS:** Pforzheimer Honors College Honors Scholarship
Pace Incentive Award Pace Grant
Annual Pace Scholars Fund Dean's List
Golden Key International Honour Society Business Honors Program
- SKILLS:** Microsoft Office, Google Documents, SAP, Lotus Notes
Recruiting from Monster.com , Dice.com, and Acclaim
- EXPERIENCE:** **SCHOTT North America**, Elmsford NY
Human Resources Intern 1/13-Present
- Assist the Talent Management & OB Manager, HR Generalist, and Manager of Compensation and Benefits as needed
 - Research data for HR initiatives and create rollout plans
 - Maintain benefits data such as Medical Insurance, 401K, and Pension plans
 - Prepare job postings online and for career fairs
 - Organize data for statistical purposes
- Applico Inc**, Manhattan NY
Human Resources Assistant/ Intern 2/12-4/12
- Recruited for IT positions such as Android and iOS Developers
 - Reviewed over 50 resumes daily and reach out to qualified candidates
 - Organized an effective log of reach outs to coordinate recruiting efforts
 - Scheduled telephone interviews for the HR Manager
- Pace University Varsity Football**, Pleasantville NY
Offensive Lineman and Team Leader 8/08- 11/12
- Trained 20-30 hours per week during the school year including weight training, agility development, practice, conditioning, meetings and film study
 - Traveled throughout the Northeast Region to out of state games 5 times per season
 - Started for the 2010, 2011, and 2012 seasons
 - Started in the D2 vs. NAIA Senior Bowl Game in Myrtle Beach, SC
- Showtime Cinemas**, Newburgh NY
Staff 6/08-Present
- Sell tickets and food at the concession stand in 10 screen theaters
 - Help train new staff members
 - Assist customers and guide them to appropriate theaters
 - Re-stock the concession stand
 - Pick up supplies for the theater as needed
- Vector Marketing Firm**, Newburgh NY
Advanced Sales Representative Summer 2009
- Sold Cutco's Fine Cutlery
 - Communicated the great value of Cutco to customers
 - Organized my own demonstrations of Cutco
 - Developed my own strategy to acquire sales
 - Planned out a daily schedule of demonstrations
- LEADERSHIP & ACTIVITIES:** **Dale Carnegie Training:** The Leader in You
President: Kappa Zeta Chapter - Alpha Phi Alpha Fraternity Inc. 2011-2012
Treasurer: National Pan Hellenic Council 2011-2012
Mentor: Setters Leadership Program
Track & Field, Students of Caribbean Awareness, Black Student Union, Polar Plunge, Relay for Life, Leadership Workshop Fall 2011