

Robert Smith

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EDUCATION

Indiana State University, Scott College of Business

Terre Haute, IN

Bachelor of Science in Management

May 2020

- GPA: 3.78
- Recipient of Daniels Fund Ethics Initiative Rising Star Award
- Related courses: International Marketing - examined macro-international environment from a variety of perspectives; Project and Process Management – learned project and process flows and organization

EXPERIENCE

Nexteo

Louisville, KY

Human Resources Intern

May – August 2019

- Researched Fair Labor Standards Act non-exempt regulation change impact and prepared presentations for 5 clients on impact to business operations
- Ensured client compliance with Affordable Care Act, focused on benefits plan integrity and fiscal impact
- Prepared and distributed presentation on legal/illegal interview questions for all Nexeo hiring managers

Indiana State University

Terre Haute, IN

Minas Ambassador and Mentor

June 2018 – Present

- Peer mentor for first-generation high school students to explore opportunities at Indiana State University, focusing on entrepreneurship opportunities
- Presented at 4 high schools, reaching 180 students; worked closely with 16 students of whom 9 applied and were accepted to the Indiana State University
- Developed new outreach activities to enable more effective interactions with students

Resident Advisor

August 2018 – Present

- Oversee 100 students to guide student activities and programs and ensure student health and safety
- Assist Residential Education Coordinator with student compliance issues
- Communicate with students regularly on all university activities, events, and student involvement opportunities; additionally, provide safe space environment for all resident community members

Chipotle

Indianapolis, IN

Shift Manager

May 2015 – September 2016

- Managed a team of 6 to efficiently serve 80-120 customers per shift
- Promoted to Shift Manager within first 6 months

CAMPUS INVOLVEMENT

ISU Accounting Club, Finance Committee Member

August 2016 – Present

- Manage all club revenues and expenditures, allocate funds for projects and new initiatives, and abide by policies
- Collaborate with committee members to discuss and recommend new initiatives to improve the club's financial status

ISU Finance Club, Membership Committee

August 2016 – Present

- Recommend innovative and educational programs to attract students and increase club membership
- Contributed to a 37% increase in membership from the previous year during 2016 -2017