

Matthew J. Harris

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Human Resources Graduate ready to serve by building a smarter, stronger, people-centered workplace

- ▶ **High Achiever:** Recognized for academic excellence and consistent top-tier performance in a rigorous business and human resources curriculum.
- ▶ **Peer Role Model:** Selected for three leadership roles across academic and extracurricular settings.
- ▶ **Real-World Tested:** Delivered value in HR internship while supporting recruitment, onboarding, and employee relations.
- ▶ **AI Certified:** Adept at using AI tools to streamline HR workflow.

Foundational Experience and Training

Recruiting and Staffing | Employee Relations | Employment Law | Compliance | HRIS
Policy and Procedure Development | Compensation | Training and Development

EDUCATION

Bachelor of Arts in Human Resources Management | University of Mount Union | Alliance, OH | 2025

Minor in Psychology | Dean's List all semesters | GPA 3.89
Pursuing an MBA with a concentration in Human Resources

Scholarships and Honors

- ▶ Stark County Human Resource Association Scholarship
- ▶ Psi Chi Honor Society
- ▶ Delta Mu Delta International Honor Society
- ▶ Two-time CSC Academic All-District Team

Relevant Coursework

Human Resource Management | Human Resource Information Systems (HRIS) | Staffing and Compensation | Management Principles | Leadership Seminar | Global Business | Legal Environment of Business | Intro to Management Information Systems

Activities and Leadership

Student Chapter President, Society of Human Resource Management (SHRM) | **Leadership:** Senior Class Officer, Student Treasurer
Athletics: NCAA Division III Swimming, Intramural Sports | **Music:** Piano, Alliance Chorale

School Projects

- ▶ **Intro to Business:** Conceptualized a business idea and product. With the assistance of junior engineering students, designed a prototype and obtained a provisional patent. Grade: A.
- ▶ **Seminar in Small Business:** Developed a business plan for the above concept. Included an industry analysis, management plan, marketing plan, financial plan, and sales projections for the first three years. Grade: A.
- ▶ **Capstone Project:** Evaluated the positive and negative effects of social media on the brain. Grade: A.

RELATED EXPERIENCE & INTERNSHIPS

HR ADMINISTRATIVE INTERN | LEONARDO DRS – Arlington, VA

5/2023–Present

Supported the Human Resources team at a leading defense contractor. Contributed to HR initiatives, with emphasis on training development, policy design, and project support across multiple HR functions.

- ▶ **Innovated 100+ e-learning modules** in PowerPoint and Articulate 360, enhancing internal training offerings across departments.
- ▶ **Built a skills-based learning checklist** for 100+ roles up to director-level, reviving a stalled initiative and completing in three weeks.
- ▶ **Drafted** a new charitable giving policy to support company engagement goals.
- ▶ **Created AI prompts** to facilitate HR-driven training programs.
- ▶ **Evaluated LinkedIn learning data** and recommended targeted trainings, including conflict resolution and rapport-building.
- ▶ **Constructed Excel tools** and designed onboarding checklists to streamline accessibility and data tracking.

Skills Cultivated: Gained exposure to multiple HR functions, contributing to training support and HRIS updates in a fast-paced environment. Built Excel skills and learned to achieve goals with minimal guidance or direction.

RESIDENT ASSISTANT | UNIVERSITY OF MOUNT UNION – Alliance, OH

8/2022–5/2023 and 8/2024–5/2025

Fostered a safe, inclusive environment for 50+ students. Shepherded peers through university policies and addressed behavioral issues. Completed facility health and safety inspections and managed maintenance work orders. Facilitated floor meetings and provided ongoing mentorship to students.

- ▶ **Resolved** policy violations and **mediated** student conflicts with a calm, non-confrontational approach.
- ▶ **Planned and hosted educational and social events**, including Halloween night and interactive cultural programs.
- ▶ **Promoted engagement and inclusion** by launching DEI bulletin boards that featured Black History Month and Women's History Month.
- ▶ **Selected as Non-Member Spotlight of the Week** by the Alpha Delta Pi Sorority for support to the residents.

Skills Developed: Honed skills in leadership, conflict resolution, organization, and event planning.

EARLY EXPERIENCE

Assistant Pool Manager for Washington Golf and Country Club while in high school. Managed a team of 25 employees.

Early Entrepreneurship: At age 12, began a service business that provided landscaping, snow removal, and pet sitting. Maintained the business with loyal customers and numerous referrals for six years.

TECHNOLOGY SKILLS

Zoho HRMS, Articulate 360, Trello, Microsoft Word, Excel and PowerPoint, AI Tools: ChatGPT, Claude, Perplexity

CERTIFICATION

AI Certification for Learning & Development (L&D) | Certification in HR as a Strategic Business Partner

VOLUNTEER

Mission trips to Ukraine to help special needs children | Ronald McDonald House | Habitat for Humanity

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Project Strategy

Background

Matthew was a remarkable young man who was graduating with a bachelor's degree in human resources. His father and sister were also clients. Even in a family of high achievers, Matthew is exceptional. When I marveled over the number of extracurricular and leadership roles he held while maintaining his high academic record, his sister said to me "I don't know how he does it!"

Headline & Brand

Since Matthew was all about service, I used the phrase "ready to serve" in his headline and value statement. I followed this with the benefit to the next employer.

Education

When consulting with a new graduate, I dig deeply into their favorite courses, school projects, extracurricular activities, school leadership, and more. In Matthew's case, this required more than a half page to do it justice. Even new grads often need a two-page resume.

Experience & Internships

Matthew provided value as an intern when he restarted a stalled project and created 100+ e-learning modules. He'd also been an RA for two school years. In each of these roles, I added a "Skills cultivated" section to show what he'd learned or honed.

Early Experience

One of my favorite strategies with new grads is to dig into their teen years to find those gold nuggets – early experiences that demonstrate their skills. In Matthew's case, he'd begun a service business at age 12, and kept it going for six years. Later, he'd been an assistant pool manager who supervised employees. Both show a level of initiative and responsibility that is rare at that age.

Outcome

I was *not* surprised to hear that this high achiever was snatched up quickly! Within a few weeks of graduation, Matthew landed a position as Associate Human Resource Generalist at a high-tech defense and space company.