

Kathryn Leigh Frank

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EDUCATION

Cornell University, School of Industrial and Labor Relations, Ithaca, NY
Master of Industrial and Labor Relations, May 2010

University of North Carolina at Chapel Hill, Chapel Hill, NC
Bachelor of Arts in Psychology and Spanish with highest distinction, December 2007
Cumulative GPA: 3.96

HONORS/AWARDS

Recipient of Cornell's ILR Dean's Tuition Fellowship • UNC- Chapel Hill Dean's list for 7 semesters • Member of Phi Beta Kappa • Member of Sigma Delta Pi – National Hispanic Collegiate Honor Society

HR EXPERIENCE

Center for Advanced Human Resources Studies, Ithaca, NY September 2008 - December 2008
Graduate Research Assistant

- Reviewed research on HR competencies to develop working definitions and models

R.H. Donnelley, Cary, NC

May 2007 – September 2007

Human Resources Intern

- Conducted an internal compliance audit of 2500 Employment Eligibility Verification forms
- Developed 4 computer-based surveys to measure the performance of RHD and Dex recruiters
- Planned and executed a corporate event for 350 HQ employees with a team of 9 interns
- Attended workshops regarding accretion, customer service and sales training
- Scheduled phone screens and interviews for recruiters
- Prepared job offer documents and new hire folders

OTHER BUSINESS EXPERIENCE

Frank Door Company, Newport, NC

(Family Business)

- Devised and implemented an intuitive, basic programming guide for Customer Service
- Visited door operator and motor manufacturing operations in Germany
- Developed sales materials comparing Frank Door Company's product with competitor's
- Reviewed technical drawings to be distributed to sales representatives and customers
- Translated documents into Spanish and drafted responses to Spanish-speaking customers

RESEARCH EXPERIENCE

Children's Memory Study, Chapel Hill, NC

September 2007 – December 2007

Undergraduate Research Assistant

- Assessed language abilities for a study of preschool children's memory of novel events

Classroom Memory Study, Chapel Hill, NC

August 2006 – May 2007

Undergraduate Research Assistant

- Assessed children on a battery of memory tasks for an ongoing longitudinal study
- Modeled activities and motivated participants to obtain maximum amount of valid data

UNC – Institute of Marine Science, Morehead City, NC

May 2006 – August 2006

Paid Research Assistant

- Collected macrofauna, benthic algae, marine animals, and sediment samples
- Observed and recorded marine animal behavior in experimental environment

VOLUNTEER EXPERIENCE

The DREAM Project, Cabarete, Dominican Republic

January 2008 – June 2008

Volunteer

- Assisted in a kindergarten classroom of 25 to implement child centered teaching techniques
- Created/revised documents for recruiting, orientation, program development and staff evaluation
- Aided in the implementation of a microfinance initiative at a primary school serving 500 students
- Recruited local businesses to participate in vocational training program for 40 youths

El Centro Latino, Carrboro, NC

February 2006 – May 2006

"Front Desk"

- Maintained updated client databases in order to better serve the Latinos of Orange County
- Assisted in employment searches and translated job applications

SKILLS

Spanish understood and spoken at an advanced level • Microsoft Word, PowerPoint, Excel

INTERESTS

Local Art • Travel • Cold Storage Doors • Photography