

# Rebecca Metler

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<b>Education</b>	<b>Cornell University</b> <b>Johnson Graduate School of Management and School of Industrial and Labor Relations</b> Master of Business Administration, Candidate Master in Industrial and Labor Relations, Candidate	<b>Ithaca, NY</b> December 2010
	<b>Carnegie Mellon University</b> Bachelor of Science Majors: Decision Science, Policy and Management (Department of Social and Decision Sciences) Humanities Scholars Program, VP Events/Cofounder of Carnegie Clan, Varsity Volleyball and Track and Field	<b>Pittsburgh, PA</b> May 2007
<b>Experience</b> 2007-2008	<b>Carnegie Mellon Human Resources Department</b> <i>Human Resources Generalist, Administrator</i> <ul style="list-style-type: none"><li>• Developed recruiting materials and attended and assisted in recruiting at job fairs</li><li>• Posted positions to external websites; ex. developed and maintained information spreadsheet of all jobs posted externally, updating current postings, and editing job descriptions for external posting</li><li>• Created presentations with metrics interpreted from monthly Recruiting and Staffing Activity Reports; as a result, staffing department still using metrics/reports developed</li><li>• Used Talent Management System to complete a university-wide audit of filled jobs to ensure that the work flow is complete for Affirmative Action Plan statistics</li><li>• Completed various HR projects as needed by department</li></ul>	<b>Pittsburgh, PA</b>
Summer 2006	<b>The Washington Area Women's Foundation</b> <i>Marketing and Public Relations Intern</i> <p>The Foundation is dedicated to making empowerment, economic security, and self-reliance a reality for low-income, women-headed families in the Washington Metropolitan Area.</p> <ul style="list-style-type: none"><li>• Worked with the RTC Relationship Marketing Firm to integrate a marketing plan for the Foundation</li><li>• Wrote Grant Proposals and Interim Reports, including \$100,000 contract with AOL</li><li>• Planned and Organized Communications Committee meetings, Grantee Partner Orientations, and other important events such as the Annual Leadership Luncheon</li></ul>	<b>Washington, D.C.</b>
<b>Related Projects</b> Spring 2007	<b>Humanities Scholars Program Evaluation, Capstone Project</b> <p>The Program is a rigorous, four-year interdisciplinary program meant to foster learning and leadership within the humanities. As a part of the inaugural class, my project aimed to address the high attrition rate and level of discontentment in an effort to better the program from within.</p> <ul style="list-style-type: none"><li>• Organized and led the program evaluation</li><li>• Interviewed faculty, staff, and students associated with HSP</li><li>• Formed a recommendation across the three main aspects: incentives, community, and education</li><li>• The program is currently being augmented to address concerns based on this project</li></ul>	<b>Pittsburgh, PA</b>
2004-2007	<b>Carnegie Clan, VP Events/Co-founder</b> <p>The Carnegie Clan raises awareness and involvement within the Carnegie Mellon community for its athletes through events, newsletters, and meetings throughout the year.</p> <ul style="list-style-type: none"><li>• Coordinated and raised over \$10,000 annually for the Homecoming Chili Cook-off, where over 30 organizations compete to cook the campus' favorite chili</li><li>• Edited the Carnegie Chronicle, a weekly newsletter that includes updates of athletic events and articles covering Varsity and Club teams</li><li>• Headed other events including the "Guns of Carnegie" show (a biannual campus-wide arm-wrestling competition) and a Dunk Tank which raises and donates \$1,000 to the Special Olympics, Pennsylvania Branch.</li></ul>	<b>Pittsburgh, PA</b>
<b>Leadership/Activities</b>	<ul style="list-style-type: none"><li>• <b>Varsity Volleyball, Captain</b></li><li>• <b>Varsity Track and Field; National Qualifier in Hammer Throw, Tartan Award</b></li><li>• <b>Mediation and Conflict Resolution Certificate from the Pittsburgh Mediation Center</b></li><li>• <b>McAllister Communication Award</b></li><li>• <b>Big Red Incubator Consultant</b> (Student run consulting agency for local start-ups)</li><li>• <b>VP Education/Programming, SHRLOE</b> (Strategic HR, Leadership, and Organizational Effectiveness group)</li></ul>	