

Cristi McKinley

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Objective To obtain a Human Resource position upon graduation.

Memberships

University of Central Oklahoma's Human Resource Society
❖ Vice-President of Merit Award
Society of Human Resource Management (SHRM)

Education

University of Central Oklahoma Edmond, OK
❖ Bachelor of Business Administration, Management-Human Resources
❖ Expected Graduation: December 2007

Related Course Work

- ❖ Human Resource Management
- ❖ Legal Environment of HR Compliance
- ❖ Compensation for HR Systems
- ❖ Training and Development of Human Resources

Experience

September 2007-Present Petra Industries Edmond, OK
Human Resource Assistant/ Intern

- ❖ Process incoming verification of employment requests.
- ❖ Gather information to implement Affirmative Action Plan.
- ❖ Assist with company luncheons and seminars.

January 2007- September 2007 American Mortgage Group Edmond, OK
Secretary/Processor

- ❖ Developed a new file system for past and current loan files.
- ❖ Processed incoming customers applications.
- ❖ Handled verifications of employment and deposits.

August 2005-June 2006 Health Markets Oklahoma City, OK
Document Manager

- ❖ Organized files for various insurance companies.
- ❖ Assisted insurance agents and customers.
- ❖ Mailed and processed bills for five insurance companies.