

Caroline Crotty

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Objective

Highly motivated Business Administration student with a concentration in Human Resources and a minor in Psychology. Experience in planning, supervising, and collaborating with others. Strong verbal and written English communication skills. Known for interpersonal communication, superior leadership skills, and successfully managing responsibility with ease and enthusiasm.

Education

Marist College- Poughkeepsie, NY

Aug 2018- May 2022

- Bachelor of Science in Business Administration and Management, General (Graduating May 2022)
 - o Area of focus in Human Resource Management
 - o Minor in Psychology
 - o Cumulative GPA: 3.7

Work Experience

TriNet- NY, Remote

June 2021- Aug 2021

Total Rewards Intern, Compensation Analytic

- Aided the Total Rewards team with the Job Architecture Project by providing the efficient review and categorization of jobs and their descriptions
- Assisted with compensation requests ranging from job leveling, market benchmarking, and analysis
- Redefined jobs, levels, salary ranges, and compensation in a new framework
- Worked with key Total Rewards and HR Business Partner stakeholders in handling various compensation projects
- Facilitated the restructuring of compensation zones using geographic differentials

North Shore Saddlery- East Norwich, NY

June 2019- Aug 2020

Inventory Control Specialist

- Developed and maintained an organization system for inventory
- Made decisions about purchasing new products and discarding old ones
- Offered knowledge and expertise to customers requiring guidance and education about products and the equestrian sport
- Participated in the design of display windows and store set up
- Managed and kept record of online marketing and sales

The Red Barn- Old Brookville, NY

June 2017- Aug 2017

Counselor

- Supervised and monitored a group of approximately twenty children, young volunteers, and other staff members
- Taught campers the safest way to both ride and handle horses
- Served as a positive role model to the campers and volunteers
- Planned and organized various daily activities which required careful direction, delegation, and supervision

Terry Animal Hospital- Rockville Centre, NY

June 2016- Aug 2016

Vet Assistant

- Cared for animals staying at the vet for both long- and short-term visits
- Interacted with customers while helping with appointments
- Gained exposure and experience with managing activities for the animals
- Developed time management skills by dealing with the animals' schedules and daily routines

Skills

- Working knowledge of Microsoft Office (MS Word, MS Excel and MS PowerPoint)
- Organizing paperwork, products and information

Additional Information

- Member of The National Society of Leadership and Success, Sigma Alpha Pi (Aug 2018- present)
- SHRM Member