

# Margaret Ryan Ayoub

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## EXPERIENCE

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### **PrismHR, Hopkinton, MA**

#### Human Resources Intern

December 2017 – January 2018

May 2017 – August 2017

- Assist with the recruiting process ensuring all candidates receive some type of communication regarding their candidacy
- Assist with posting and un-posting all position openings via HiringThing
- Assist with coordinating events for the internship program
- Work with department leaders on designing an onboarding program for our growing company
- Review job descriptions and ensure they are accurate and up to date
- Assist with an internal training program
- Assist with bi-weekly payroll via GenesisHR
- Implement employee benefits for greater employee engagement

### **Creative Financial Staffing (CFS), Shelton, CT**

#### Recruiting Intern

October 2016 – March 2017

- Recruited candidates for various financial & accounting positions, developing valuable recruiting skills and strategies
- Reported directly to upper management, coordinating calendar/contacts for potential hires
- Performed research projects for Talent Acquisition Manager
- Partnered with management team, supporting firm's candidate retention & recruitment
- Participated in weekly video training, developing time management, decision making and customer service skills

### **CVS Pharmacy, Westford, MA**

#### Customer Service Specialist/Cashier

May 2015 – August 2015

- Sales associate in a retail pharmacy, assisting customers in finding items that match their wants, needs and personality, as well as complimentary items for their overall daily lives
- Constantly adhered to store sales goals (daily and weekly), and worked towards driving increased sales throughout shifts to ensure maximum return for the store, typically averaging \$200-\$400 per shift, and 25 unique transactions per shift
- Monitor and track cash register throughout shift, including closing out at the end of business each day, ensuring numbers reconciled
- Marketed the store by conveying store promotions to the customers to drive certain items over others, assisted with inventory and overall store maintenance

## EDUCATION

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### **Sacred Heart University, Jack Welch College of Business, Fairfield, CT**

#### **Master of Science: Human Resource Management**

May 2018

- Cumulative GPA: 3.9
- Relevant Coursework Completed: Fundamentals of Management, Intro to Human Resource Management, Strategic HR, Analytics, Metrics and Problem Solving, Diversity and Inclusion

#### **Bachelor of Science: Business Administration**

##### **(Concentration: Human Resources)**

May 2017

- Cumulative GPA: 3.5/ Business Administration (Major) GPA: 3.6
- Relevant Coursework Completed: Principles of Macroeconomics, Introduction to IT/Business, Elementary Statistics with Business Appeal, Managerial Accounting and Control, Principles of Microeconomics, Principles of Marketing, Math for Decision Making, Financial Accounting and Reporting, Business Law 1, Business Ethics, Operations Management, Web Design & Visual Tools, Financial Management, Strategic Management, International Business, Dynamics of Information Technology, Women in the Workforce

## SKILLS

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Proficient in Windows & Macintosh OS, Microsoft Office: Word, Excel, PowerPoint & Google Drive)

Proficient with Social Media Marketing (Facebook, Twitter, Instagram, Pinterest, Snapchat)

Experience with Applicant Tracking Systems (PCRecruiter & HiringThing)

Experienced in common HRM/HCM practices

## ACTIVITIES/INTERESTS

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- **Member**, Business Administration Club, Sacred Heart University August 2015 – May 2017
- **Member**, Dance Ensemble, Sacred Heart University, Fairfield, CT August 2013 – May 2017
- **Teaching Assistant**, Florence Roche School, Groton, MA March 2012 – May 2013
- **Co-Teacher**, St. Catherine of Alexandria Church, Westford, MA March 2012 – May 2013