

Rebecca Burke

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Qualifications

HR and payroll professional with strong management, decision-making, supervision, and leadership skills. Proven ability to delegate, problem-solve, prioritize projects, manage personnel, and meet deadlines without compromising product quality or client satisfaction. Organized and highly detail-oriented. Seeking an internship or part-time position to gain real-world experience in an engineering environment. Computer Literate: Microsoft Office Suite, Adobe Acrobat, ADP Workforce Now, Peoplesoft, and Internet. Working knowledge of Adobe Photoshop and Quickbooks.

Education

2015-Present, In Progress: BS Environmental Resources Engineering, Humboldt State University
Coursework completed in pursuit of Bachelors of Science, Environmental Resources Engineering
2005-2009 BA French Language & Postcolonial African Studies, Humboldt State University

Current Certifications

AB 1825 Compliance – Rec'd from Shaw Valenza LLP
CPT (Certified Personal Trainer) - NASM
CPR/AED & First Aid for Adult & Child – Red Cross

Positions Held

9/2014- 9/2016 St. Joseph Health System

Administrative Assistant - Risk Management: Analysis & Reporting of Risk/Grievance metrics, general report creation and meeting preparations, administrative tasks, as needed
HR Business Partner - Employee & labor relations, recruitment , policy revision & interpretation and organizational analysis

10/2012-10/2014 Arcata Cakeworks

Owner and Operator

3/2013-8/2014 HealthSPORT

Human Resources Manager - All duties pertaining to HR for company of 180+ employees.

10/2011-12/2012 Natural Decadence

Head Baker, Bakery Manager, Demonstrator, Blog Writer and Social Media Liason

7/2009-11/2011 Northcoast Co-op Bakery

Assistant Manager & Baker

6/2008 –7/2009 McIntosh Farm Country Store

Short Order Cook

8/2004 - 5/2007 Brio Breadworks and Café Brio

Shaper/Pastry Crew

References Available on Request