

Daria Vorontsova

vdaria0817@outlook.com ❖ (872) 227-4543 ❖ Bowling Green, OH ❖ <https://www.linkedin.com/in/dv0817/>

SUMMARY

Enthusiastic and ambitious aPHR candidate speaks Russian, English, French, German, and Spanish. Proven track record in HR success, cultivating positive work environments, and building impactful relationships. Dedicated and innovative, poised to contribute to forward-thinking organizations with a focus on employee recognition and excellence.

EDUCATION

Bowling Green State University

December 2023

Bachelor of Science in Business Administration; Specializations: Management and International Business

Bowling Green, OH

- Minor: Entrepreneurship
- Magna Cum Laude; **3.81/4.0 GPA**
- Dean's List 2019-2023
- Seven Scholarships
- Women in Business Leadership Member
- Study abroad at Rennes School of Business in Rennes, France, Fall 2021

WORK EXPERIENCE

Hy-Vee

May 2023 – August 2023

Human Resources Intern (Summer Internship)

Des Moines, IA

- Created, organized, and implemented the “Employee of the Month” recognition and engagement project, elevating overall **employee satisfaction from 62% to 88%**.
- Ensured compliance with labor laws, presenting zero discrepancies through meticulous policy reviews.
- Achieved a **20% reduction in time-to-fill** key positions through collaborative recruitment efforts.
- Observed and participated in conflict resolution under the guidance of the HR Manager.
- Contributed to a **25% performance improvement** by assisting in the design and delivery of impactful onboarding and orientation programs.

DYN Consulting

May 2022 – August 2022

Account Executive (Summer Internship)

Dallas, TX

- Drove a **15% increase in sales revenue** through strategic collaboration and effective client management.
- Recruited and supervised 8 new Account Managers in building strong relationships with customers.
- Handled stressful situations and multitasked in a fast-paced environment, resulting in a **30% improvement in team performance**.

EUK-2

May 2021 – August 2021

Remote Administrative Assistant (Seasonal job)

Moscow, Russia

- Utilized feedback and evaluated 12 employees, resulting in a **20% improvement in business processes**.
- Organized and prepared materials for 16 meetings, contributing to an **18% increase in meeting productivity**.
- Proactively identified and resolved client issues, demonstrating strategic decision-making skills.

SKILLS

Recruitment and Hiring, Onboarding and Orientation, Relationship Building, Decision-Making, Problem-Solving, Multitasking, Time Management, Creativity, Communication, Presentation Development and Delivery, Customer Service, Microsoft Office, Google Drive, Workday, Kronos App, Canva