



**Greater Madison Area Society for Human Resource Management
Professional Award Application**

If the space provided in any section is inadequate, you may continue on additional sheets of paper using the same format. DO NOT repeat information already reported on the application form. Your name should be included on all attachments.

Applicant Data					
Full Name	Erica Fini-Marten	Telephone	563-580-5619	E-Mail	ericamarten@spherion.com
Street	7502 Carrington Dr. Apt. A	City	Madison	State	WI
				Zip	53719
SHRM Involvement, Awards and Honors					
List all SHRM related activities in which you have participated at the college, local, state, and national level. Note all special awards, honors, and offices held. If you have participated in a research project, please indicate that experience as well.					
Activity	# of Years Participated	Special Awards / Honors	Office Held		
GMA SHRM Toolbox	1 (my first year)				
Community Involvement, Awards and Honors					
List all community activities (outside of SHRM) in which you have participated without pay. Note all special awards, honors, and office held. If you have participated in a research project, please indicate that experience as well.					
Activity	# of Years Participated	Special Awards / Honors	Office Held		
YMCA Mock Interviews	2				
American Red Cross	2				
West High School Job Fair	1				
Post Secondary School Data					
Post Secondary School Name	City / State	GPA	Major	Expected Graduation Date	
Madison College			HR Certificate	will enroll 4/2011	
List all school activities in which you have participated during your college experience.					
Activity	# of Years Participated	Special Awards / Honors	Office Held		
UWP Ramgenettes	2				
Criminal Justice Assoc.	3				
Ski & Snowboard Club	2				

The Greater Madison Area SHRM and its Awards Committee reserve the right to alter or change this program.

GMA SHRM Professional Award Application

Applicant Checklist

The applicant is responsible for submitting all materials to GMA SHRM on time. Incomplete applications will not be evaluated. This application becomes complete and valid only when GMA SHRM receives all of the following materials:

- Scholarship Application
- Purpose Statement
- Resume

Please submit all materials to:

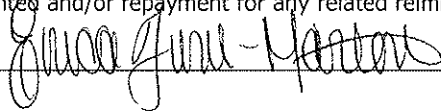
Greater Madison Area SHRM, Inc.
ATTN: Professional Awards Committee
2830 Agriculture Dr.
Madison, WI 53718

Certification and Acknowledgement

GMA SHRM has the sole responsibility for selecting recipients based on criteria as set forth in the scholarship guidelines. This application becomes the property of GMA SHRM. GMA SHRM recommends you keep a copy in your files.

I acknowledge the decisions of GMA SHRM are final. I certify that I meet the basic eligibility requirements of the program as described in the brochure and the information provided is complete and accurate to the best of my knowledge. If requested, I agree to provide proof of information I have given on this form. Falsification of information may result in forfeiture of any scholarship granted and/or repayment for any related reimbursements.

Signature



Date

4/13/11

PURPOSE STATEMENT

Erica C. Fini-Marten

To Whom It May Concern:

I am writing to state why I am a great candidate for the \$1000 Professional Award. I have been in my current HR role with Spherion now for over two years. I came into this office looking to start my career and they have given me the chance to prove myself and my abilities as a Recruiter.

I attended school at UW Platteville for Criminal Justice. It was very difficult to secure a position right out of school that was pertaining to my course of study so I decided to come to Spherion for temporary work to help me "fill the gaps." My initial meeting here turned into so much more when they announced they were looking for a Recruiter. I had never done Recruiting but I saw it as a challenge I couldn't pass up. Over two years later I have learned so much about the Staffing Industry and it has become very clear to me the career path that I want to continue down.

I will be registering on April 20th to complete a Human Resources Certificate through Madison College in hopes that it's one more challenging step that will help me advance in my career. I feel that I have a gift that I can share with others but it's not ready to be opened yet. With a little more polishing and training I will be the professional Recruiter that I want to be. This will help me advance, teach others and most importantly give myself the reassurance that I am doing everything right with my career. After my Certificate is obtained I hope to go on to pursue my PHR.

You will see from my application that I have participated in quite a few activities outside of work including Mock Interviews for the YWCA and volunteer work with American Red Cross. I have participated in many job fairs. I have also attended job fairs at Madison West High School to offer advice to students who will be graduating and starting their job search. I am no stranger to hard work either. I worked full-time all throughout college to fund my education. I also participated in extra-curricular activities such as the Criminal Justice Association and the UWP Rangerette Squad.

My job has helped me form a passion for all areas of Human Resources, from Recruiting to assisting with benefits, worker's compensation, labor laws and relations. I want to take my career all the way to the top, one step at a time. I understand that I am relatively new to the GMA SHRM Chapter but I have a lot to prove and become involved in. All I ask is that you take a chance on me the way Spherion has.

Thank you for taking the time to consider me for this Professional Award. I appreciate the time you have put into choosing the right candidate for this fantastic opportunity.

Erica C. Fini-Marten

7502 Carrington Drive, Apartment A
Madison, WI 53719

563-580-5619
erica.marten3@gmail.com

Objective

To secure a position as a valued member of your Human Resources department that leverages my accomplishments, skills, energy, and talent for identifying superior job candidates.

Experience

DI & ASSOCIATES dba SPHERION Madison, WI October 2008-Present

Client Services Specialist

- Developed relationships with new clients through email, phone, and in person networking in order to define hiring needs and company culture to effectively meet staffing needs.
- Provided exceptional customer service throughout hiring process, negotiating, organizing, and troubleshooting any issues as they arise to ensure a smooth transition for both client and applicant.
- Evaluated the talents and abilities of applicants via interviews and references to determine possible placement opportunities.
- Marketed qualified candidates to appropriate clients for employment consideration.
- Protected strict confidentiality for applicants and clients.
- Responsible for full cycle staffing including recruiting, interviewing, testing, training, orientation, placement, and corrective action for employees.
- Trained in effective recruitment/screening of candidates from online job boards, advertising, and networking to form a pool of applicants for high demand areas.
- Designed and created promotional materials.
- Maintained all Social Media outlets for the office including Facebook, Twitter and a monthly newsletter.

MATRIX FITNESS SYSTEMS Cottage Grove, WI October 2007-October 2008

Customer Service Technician – Central Territory

- Provide excellent customer service by taking all inbound calls from the central region of the United States.
- Effectively managed the central region of the United States by creating equipment part orders as well as dispatching service technicians to health facilities.
- Maintained customer records, certificates of insurance, and W9 forms in the main database.

WAL MART Platteville, WI March 2007-October 2007

Sales Associate

- Number one responsibility is providing outstanding customer service as well as assisting customers in the Ladies Department and other departments, as needed.
- Quickly and competently process all freight shipments to ensure the merchandise is ready to be placed on the sales floor.
- Efficiently multi-task, as well as operating the store's multi-line phone system and cashiering as needed.

SHOPKO Dubuque, IA August 2006-November 2006

Customer Service Specialist

- Enhanced Customer Service department effectiveness for current, new, and future employees by generating a compilation of the company's policies for reference and training purposes.
- Supervised seven to eight cashiers and identified areas for improvement by keeping records of their progress, which were used in meetings conducted at the beginning of each shift.

-Audited eight registers and the store's main safe on a daily basis to ensure all finances were correctly accounted for.

CITY OF DUBUQUE - HOUSING SERVICES Dubuque, IA May 2006-August 2006
Intake Specialist, Temporary

- Improved the process of housing applicant filing and department efficiency by creating a system of organization for all incoming and current Section 8 housing participants.
- Showed continuous improvement through taking on more responsibilities, including assisting with briefing sessions and meeting with applicants to review and discuss mandatory paperwork.
- Streamlined procedures by creating templates for all informational forms sent out to applicants on the office's main server, which was accessible to all employees.

GADZOOKS Dubuque, IA December 2004-April 2005
Assistant Manager

- Before Gadzooks was closed, supervised five part-time employees, guaranteeing that they were providing excellent customer service.
- Proficiently merchandised the store to help drive sales after the company made the switch to an all-women's store.
- Recorded the store's daily sales numbers in order to better track company productivity and to facilitate the annual inventories.

Education

UNIVERSITY OF WISCONSIN-PLATTEVILLE
Major: Criminal Justice
Coursework Includes: Criminal Investigations, Police Administration, Spanish, Law, and Computers.
Activities Include: Criminal Justice Association, Rangerettes Dance Team and Ski and Snowboard Club.

Additional Training

CAREERTRACK SEMINARS
Human Resources for Anyone with Newly Assigned HR Responsibilities

WISCONSIN WOMEN'S BUSINESS INITIATIVE CORPORATION
Successful Internet Marketing

Volunteer Work

American Red Cross – Bell Ringing for donations
YWCA – Mock Interviews for High School students

Technical Skills

MS Office 1998-2010: Word, Excel, PowerPoint, Outlook
Windows Operating system
Web Navigation