

# Michael W. Ross

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## **Objective**

To obtain a full-time position in the field of Human Resources and/or Labor Relations following graduation in December 2010.

## **Education**

January 2010 to Present—Indiana University of Pennsylvania—Master of Art in Employment and Labor Relations—Expected Graduation Date December 2010

August 2007 to December 2009—Robert Morris University, Coraopolis, PA — Bachelor of Science in Business Administration—GPA 3.1

August 2005 to May 2007—Community College of Allegheny County, Pittsburgh, PA

August 2004 to April 2005—University of Pittsburgh at Johnstown, Johnstown, PA

## **Work Experience**

June 2009 to August 2009—Pine-Richland School District, Gibsonia, PA  
Human Resource Intern: Assist with day to day operations of the Human Resource office preparation for negotiations with teacher's union on a new collective bargaining agreement. Assist in the research and development of an online application tool.

September 2006 to Present—Wexford Beer, Wexford, PA  
Sales Associate: Trusted by ownership to oversee retail store operations during critical, high traffic shifts including Friday evenings and Saturdays. Delivery and restocking inventory at key customer accounts with annual volumes in excess of \$50,000. Nightly closing procedures including daily accounting and cash reconciliation.

February 2003 to June 2006—Panera Bread Company, Wexford, PA  
Associate: Responsibilities included food preparation and kitchen maintenance.

## **Volunteer Work**

Hosanna Industries – Assisted in construction of homes for local low income families.  
Toys for Tots – Assisted with Christmas toy collection for local needy children.

## **References**

Available upon request