Chloe Commodore

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**EDUCATION**

**Trine University**, Angola, IN. Expected Graduation May 2025

Bachelor of Science in Business Administration

Major: Human Resources GPA: 3.8/4.0

Honors: President’s List

**SKILLS**

Microsoft Suite; Microsoft Word, Microsoft Excel, Powerpoint, Canva

**LEADERSHIP EXPERIENCE**

**Trine University Hockey Team**, Angola, IN. August 2022- Present

NCAA Division 3 Student Athlete

* Managed a full-time student course load with 20 hours per week of training, play-reviewing, and competition
* Participated in philanthropy events on behalf of Trine University and the athletic department

**Trine Student-Athlete Advisory Committee (SAAC)**, Angola, IN. August 2023- August 2024

* Planned and participated in community service activities and programs designed to raise awareness about athletic events and accomplishments and student-athletes
* Engaged with the Athletics administration and other key stakeholders within the university community to advocate for student-athletes

**Women in Business**, Angola, IN. September 2022- Present

Treasurer

* Demonstrated financial management skills by maintaining a balanced club budget.
* Effectively communicated the club’s financial needs, aligning proposals with goals to secure necessary funding

**WORK EXPERIENCE**

**Utilimaster**, Bristol, IN. May 2023- August 2023

Human Resource- Internship

* Communicated benefits changes to employees through presentations and email campaigns, reaching a 90% employee awareness rate
* Assisted in payroll processing for 50 employees, ensuring accuracy and timely payments
* Implemented and developed onboarding presentations for new hires, covering company policies, benefits, and departmental information, resulting in 95% satisfaction rating from new employees

**ACTIVITIES**

Trine Delight

Love to sing karaoke