

# Ivana B. Riche

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**Objective** Crosby MBA student seeking a position as a valued member of your Human Resources department that leverages my achievements, skills, energy and talent for identifying superior job candidates

## Education

### **University of Missouri – Crosby MBA Program**

May 2010

Master of Business Administration, Business Generalist

GPA: 4.0/4.0

- Big 12 MBA Case Competition (2009)
- MBA Association (2009-Present)
- Teaching Assistant, Management 3200 – Business and Society (2009-Present)
- Alpha Gamma Chapter of Alpha Delta Pi, Financial Advisor (2009)

### **University of Missouri**

December 2008

Bachelor of Science in Business Administration, Emphasis in Management

GPA: 3.8/4.0

Minor in Spanish

- Graduated *Magna Cum Laude*
- Price Waterhouse Coopers Tax Competition (2008)
- Beta Gamma Sigma Business Honor Society (2008)

## Professional Experience

### **Adecco Employment Agency, Kansas City, Missouri**

Summer '08, '09

*Associate*

- Provided customer service, marketing, and promotional tasks for Verizon Wireless
- Prepared files and compiled 80 presentation and report packets for monthly managerial conference for Dairy Farmers of America
- Carried out various administrative tasks, including controlling switchboard, filing employee documents, and organizing postal distribution for Kansas City Downtown Airport, Clay County Courthouse, Weyerhaeuser, Inc., and Toyota Corporation

### **Commerce Bank, Kansas City, Missouri**

Summer '07

*Intern*

- Worked as an Accounts Payable Clerk in the Corporate Finance Department
- Input over 150 invoices into *PeopleSoft* and imaging software daily
- Processed vendor and employee invoices for approval, payment, and distribution daily

### **City of Gladstone, Gladstone, Missouri**

Summer '06

*Intern*

- Served as intern to both Human Resources Director and City Attorney
- Conducted survey of more than 40 metropolitan area municipalities for salary re-evaluation
- Organized educational programs for all City of Gladstone employees via intranet
- Updated records of recent traffic legislation passed by City Council

## Additional Information

- SHRM program for Certificate in Human Resource Management in preparation for Professional in Human Resources (PHR) national certification exam (present)