

Mindy S. Ouren

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EDUCATION

North Dakota State University, B.S. Degree
Marketing and Management – Human Resources Emphasis

Fargo, ND
Senior

- GPA: 3.10
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WORK EXPERIENCE

Bobcat Company, *Human Resources Co-op, West Fargo, ND* **Aug 2012 – May 2013**

Kohl's Corporation, *Merchandise Analyst Intern, Menomonee Falls, WI* **June 2012 – Aug 2012**

AmeriPride Services, *Complete Customer Care Support Staff, Fargo, ND* **Sept 2011 – Jan 2012**

- Assisted the computer specialist with company computer programming
- Organized accounts receivables with accuracy
- Communicated with customers and internal employees

TGI Fridays, *Server, Fargo, ND* **Jan 2010 – Aug 2011**

Metigoshé Ministries, *Camp Counselor, Bottineau, ND* **June – Aug 2010 & 2011**

- Utilized positive strengths to counsel children 24 hours, seven days a week for three months
 - Worked as a team to formulate daily plans, then communicated and lead those planned activities
 - Demonstrated ability to be responsible and mentor for children ages 2 to 18, and disabled adults
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LEADERSHIP EXPERIENCE

Legacy Member, *College of Business* **Jan 2012 - Present**

- Initiated a Strengths-based development seminar for 60 NDSU students and provided insight on positive leadership
- Currently seeking StrengthsQuest clients for administering Strengths training and development
- Designed my professional eFolio to organize and manage academic and career information

Vice President of Member Development, *Alpha Gamma Delta Sorority* **Jan 2012 – Dec 2012**

- Plan and oversee the chapter programming of 65 members, twice a month
- Responsible for coordinating member education through an 8 week period, twice a year
- Enforce the Code of Standards and motivate members to follow appropriate behavior

Vice President of Operations, *Alpha Gamma Delta Sorority* **Jan 2011 – Dec 2011**

- Enforced attendance and implemented the use of an electronic method designed to increase member dependability
- Responsible for accurately documenting chapter membership changes
- Served as the communication link between our chapter and International Headquarters

Public Relations Chair, *Greek Programming Council* **Jan 2010 – Dec 2011**

- Developed and marketed more than 15 advertising materials for the Greek community
- Delegated roles to a committee in planning and executing a campus-wide event
- Maintained and operated the Greek Life website

Society for Human Resource Management, *Active Member* **Jan 2012 – May 2013**

AWARDS

- Jo Carol Brand Sisterhood Award – Alpha Gamma Delta (Spring 2013), Dean's List (One semester), Alpha Gamma Delta Strive for Pi Award (Two semesters), Sartell Rotarian Junior of the Month (December 2008)
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VOLUNTEER SERVICE

- Church's United, Fargo Flood, North Dakota State University Big Event, Martin Luther King Service Plunge, Bethany Homes, Nokomis Child Care Center
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COMPUTER PROFICIENCY

- Microsoft Office, Taleo, RedCarpet Onboarding System, Absolute Business Solutions Computer Program