

Mariana M. Capizzi

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Education

The Pennsylvania State University, University Park, PA GPA: 3.57

- *Masters of Science*, Human Resources and Employment Relations - Expected, May 2018
- *Bachelor of Arts*, Italian Language and Literature
- *Bachelor of Science*, Applied Spanish

The Pennsylvania State University, Reggio Calabria, Italy - Summer 2014

- Six-week summer study abroad in intermediate Italian

Experience

HR Specialist, Teva Pharmaceuticals – Malvern, PA May 2016 – August 2017

- Assisted in talent acquisition and directed new employee orientations
- Administered exit interviews
- Collaborated on a number of employee relations issues through investigations, mediations and administering discipline
- Managed records for all employees
- Organized and participated in the planning of a large employee relocation; ensured that all employees were happy and safe and all protocol was followed properly
- Oversaw the orientation, training and HR related details of all summer interns
- Translated a number of documents from both Italian and Spanish to English

Figure Skating Coach, Pegula Ice Arena – University Park, PA October 2014 – Present

- Taught various skills, footwork, jumps and spins to children ages 3-15, as well as adults, through group and private lessons
- Choreographed and taught a number of competition and show routines

Banquet Server and Bartender, Whitmarsh Valley Country Club – Lafayette Hill, PA May 2015 – August 2017

- Orchestrated complete banquet room set-up and tear-down for weddings, birthdays, company parties, and other major events
- Responsible for exceptional food and beverage service, table bussing and butlering
- 1 year of bartending and bar management experience

Waitress, Olive Garden – State College, PA September 2015 – September 2016

- Provided exceptional, friendly customer service
- Responsible for food and beverage service, effective communication with the kitchen, handling cash, and overall restaurant cleanliness

Leadership and Involvement

- Vice President of Academic Affairs, Delta Phi Epsilon Sorority, Delta Pi Chapter, 2016-17
- President, Penn State Women's Bowling Club, 2014-16
- Member, National Italian Honor Society, Gamma Kappa Alpha, 2015
- Member, Penn State Figure Skating Club, 2013-17
- Member, Penn State Ice Crew, 2014-16
- Member, OPPerations THON Committee, 2014-15

Skills and Interests

- Proficient in both Italian and Spanish, written and oral
- All Office programs, Google Suite, Photoshop and Social Media
- Advanced writing skills – published twice in the Philadelphia Inquirer
- Excellent leadership, communication and team building skills
- Strong work ethic, reliable and responsible