

Kevin Avery LeMaster

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Profile

Graduate Assistant to the Dean of Business seeking a career in Human Resources with relevant skills that can be applied to a professional career such as tracking of information, assisting with resume writing, assisting with on campus events, public relations, marketing, and recruitment. As an active member of SHRM Marshall Chapter and serving as the Director of Student Relations that include responsibilities of recruitment and marketing SHRM.

Education

Masters of Science in Human Resource Management (SHRM Aligned)

Marshall University, Lewis College of Business, Huntington, WV

Bachelors of Science in Business Administration Management

Shawnee State University, Portsmouth, OH

Work Experience

Marshall University, Huntington, WV

September 2018-Present

Graduate Assistant to the Dean of Business

- Deliver one-on-one career development sessions on topics such as resume, cover letters, interviewing, internship and job search for undergraduate and graduate students through regularly scheduled hours
- Collaborate with staff and campus partners to develop and facilitate programs related to career planning and preparation for diverse groups of students by request from campus constituents in a variety of locations
- Conduct practice mock interviews with students
- Facilitate group consulting sessions and support event planning and execution
- Assist with preparing and delivering in-service student staff trainings for peer assistants and senior peer assistants.
- Assist with overseeing selection and training of new undergraduate student staff
- Provide ongoing supervision and evaluation input for undergraduate peer assistants
- Assist in scheduling shifts of undergraduate and graduate student staffers
- Attend weekly staff meetings and trainings

Southern Ohio Medical Center, Portsmouth, OH

February 2016-August 2017/
March 2018 – September 2018

Registrar

- Collected accurate financial and clinical data.
- Communicated and comprehended hospital registrations, scheduling, admitting, and/or testing procedures and processes.
- Performed accurate patient registrations attaining 97% YTD accuracy rate.
- Maintained various departmental records as directed by the Supervisor.
- Assisted in the training and education of employees.
- Verified patient's pre-registration for accuracy and updates the registrations as needed.
- Scan applicable registration documents into the Imaging System.

Additional Work Experience

- Relationships Administrator II, Community Trust Investment Company, Ashland, KY Fall 2017 & Spring 2018
- Assistant Receiving Manager, Big Sandy Distribution Center, Franklin Furnace, OH August 2014-February 2016

Community Involvement & Affiliations

Active Member, SHRM, Marshall University
National SHRM Member

Computer Skills

Microsoft Office: Word, Excel, Access, PowerPoint & Outlook