

# COLLEEN SOMEONE

222 Street Name, City Name, VA 22601  
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## EDUCATION AND CERTIFICATIONS

- Career Switcher Program** Expected: 2016  
Shenandoah University, Winchester, VA
- Virginia Department of Education Provisional Teaching Licensure** Expected: July 2015  
Endorsement: Middle School English Language Arts
- Bachelor of Arts in English** Graduated: 2009  
Northeastern University, Boston, MA

## RELEVANT EXPERIENCE

- Corps Member** September 2004 – May 2006  
Jumpstart, Boston, MA
- Developed and executed lesson plans for children ages 3 to 5 years old
  - Worked one-on-one with a specific child, assisted in enhancing development skills such as reading, speaking, writing, and social behavior
  - Assisted preschool teachers in the classroom once a week
  - Drafted monthly newsletters for parents and school community

## PROFESSIONAL EXPERIENCE

- District Human Resources Manager & Senior Store Manager** May 2013 – Present  
Free People, McLean, VA
- Oversee hiring process for all Free People stores in the Mid Atlantic District, Maryland, and Virginia
  - Manage a total of 75 employees at four retail store locations; evaluates performances of employees in all store-level positions and counsels on individual development
  - Consults with company Operations Team and training and onboarding materials in an effort to streamline company hiring process
  - Strategize with senior management to drive sales and continually increase business for Mid Atlantic District, totaling over \$10 million per year
- Flagship Store Manager and Human Resources Manager** February 2012 – May 2013  
Free People, New York, New York
- Served as District Trainer and point person for new company hiring initiatives
  - Managed all personnel, sales and aspects of global flagship, top revenue store
  - Recruited and interviewed prospective employees for entire New York City District
  - Hired over 60 employees for store opening and maintained a retention rate of 90% throughout inaugural year
  - Executed official company onboarding and hire trainings for New York City District
- Store Manager** October 2010 – February 2012  
Free People, Towson, MD and Arlington, VA
- Educated new employees on company policy and branding
  - Created and implemented marketing and sales ideas for increasing brand recognition
  - Recruited and interviewed prospective employees for new store locations
  - Managed schedules to ensure maximum company profits and payroll expectations