

CHANDLER BING

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EDUCATION

Lawrence University, Appleton, WI

June 2026

Bachelor of Arts, Major: Business, Minor: Psychology, GPA: 3.50

HUMAN RESOURCES EXPERIENCE

Human Resources Strategy Extern, Home Depot | Appleton, WI

February 2024 - April 2024

- Conducted Diversity, Equity, and Inclusion Climate Analysis to assess The Home Depot's HR climate, perceptions, and initiatives
- Created 3 reports and 2 dynamic presentations synthesizing findings into actionable insights and strategic recommendations
- Suggested improvements to enhance employee and customer perceptions of The Home Depot's community engagement efforts through effective public speaking and presentation skills

ADMINISTRATIVE EXPERIENCE

Admissions Office Student Worker, Lawrence University | Appleton, WI

April 2024 - Present

- Represented university to campus visitors, including prospective students, parents, alumni and community members
- Performed variety of administrative tasks, including filing, photocopying, faxing, checking and sending emails, preparing mass mailings
- Entered data into Banner database, maintaining accuracy and strict confidentiality

Student Center Coordinator, Lawrence Diversity & Intercultural Center | Appleton, WI

Jan. 2023 - Present

- Coordinated and facilitated 5-6 diversity and inclusion events per term, including workshops, cultural celebrations, and awareness campaigns
- Performed administrative tasks, including maintaining records, creating promotional materials, and managing social media channels for center events
- Managed event logistics, including budgeting, scheduling, and communication with speakers, and vendors

Communications Head, Pan Asian Organization | Appleton, WI

March 2023 - April 2024

- Led communication strategies to promote Pan Asian Organization's mission and events across campus and community networks
- Established partnerships with campus groups and external organizations to support collaborative events and initiatives

ACADEMIC EXPERIENCE:

- Researched, analyzed, and presented findings on effective management strategies during coursework in Management and Leadership
- Led a team project as Management Supervisor, coordinating tasks and ensuring alignment with organizational goals while applying principles from Industrial Organizational Psychology

SKILLS

- HR Tools: BambooHR, Workday
- Microsoft Office Suite: Excel, PowerPoint, Word
- Data Visualization: Google Sheets, Tableau