

# BRITTANI ROLTGEN

## SKILLS

Comfortable with the Microsoft Suite, Excel Nerd and aspiring Data Monkey. Familiar with NeoGov, PerceptiveContent, and PeopleSoft. Proficient in Adobe Photoshop, Illustrator, and InDesign.

## EXPERIENCE

### HR Admin Assistant | City of San Luis Obispo | September 2016 - Present

Responsible for budget tracking, invoice processing, contract procurement, and verification of employment.

Heavily involved in all aspects of training from initial employee communication to coordinating with trainers and day-of logistics. Led a cross-departmental committee put on organization-wide employee recognition events. Maintained the upmost confidentiality on a daily basis. Edited and published monthly employee newsletter.

### HR Intern | City of San Luis Obispo | June 2015 - August 2016

Conducted a compensation study evaluating temporary staff pay compensation and costed the impact of minimum wage increases on temporary staff budgets. Led a cross-departmental committee to update our Temporary Employee Policy in alignment with the impacts. Created a guide for departments on implementing a successful Internship program. Streamlined various recruitment processes by fully implementing NeoGov Software.

## EDUCATION

### Bachelors in Business Administration | December 2016 | California Polytechnic State University, San Luis Obispo

Concentration in Human Resources and Management. Minor in Psychology. GPA: 3.2

#### Course Projects:

Consulting: Collaborated with Paul Mitchell Systems to create an action plan to combat declining moral.

Org Development: Created a training program for Department Heads to increase effective communication among departments

## OBJECTIVE

Utilize my passion for helping others along with my love for data and creative skills to make the world a better place.



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Brittani.com

Photography Portfolio:  
Blondestphotography.com

## LEADERSHIP EXPERIENCE

### VP of Ritual and Alumnae Relations | Alpha Chi Omega, Epsilon Omega | January 2015 - December 2016

Prepared and delivered status reports to over 250 members at weekly meetings. Created quarterly challenges to increase member engagement with the organization's core mission and values. Attended monthly alumnae meetings to facilitate communication and foster positive relations.