

Charlotte J. Selby
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EDUCATION

Eastside Preparatory School **June 2014**
Eastlake High School **June 2015**

SOUTHERN METHODIST UNIVERSITY **August 2017 –**
May 2019

Major: International Studies
Minor: French, Human Rights, History

BAYLOR UNIVERSITY –Waco, Texas **August 2015-May 2017**

Major: International Relations
Minor: French

EXPERIENCE

Kforce Recruiting – Internship, Seattle Washington **Summer 2017**

As a talent qualification specialist, I work with the senior technical recruiters to provide a networking resource and partner with job-seeking candidates to become a trusted contact for technology professionals wanting to network and utilize me as a resource for career coaching and market trends. I really cherish the opportunity to build long-term relationships with knowledgeable individuals in tech. It is important to me to build up my network and maintain relationships with connections I am making each day. Listed below are some my main responsibilities as an intern:

- Qualifying and dissecting job descriptions
- Creating corresponding Boolean string
- Building out call log
- Connecting and qualifying talent
- Partnering with senior recruiter to complete recruiting cycle

Suttel, Hammer, and White – Seattle, Washington **Summer 2014**
Assistant

Nordstrom – Bellevue, WA **Summer 2015**
Sales Associate -- Kidswear

Zo Hair Salon – Kirkland, WA **Summer 2014**
Receptionist

Nanny – Redmond, WA **2013- Present**

ADDITIONAL

- Student Athlete – Equestrian team at SMU **Finished Oct 1 2018**
- Student Athlete – Equestrian Team Baylor **2015- Fall 2016**
- Languages spoken include: French, Spanish, English
- Competitive personality
- Personable and very outgoing
- Past president of Washington State Youth Quarter Horse Association
- Regional Director for the American Quarter Horse Youth Association
- 2015-2016 Big 12 Academic Honors

References: Austin Kobs: 425-463-7104