

# CORINA MURRAY

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## Education

Babson College, F.W. Olin Graduate School of Business  
Master of Science in Finance

Wellesley, MA

Babson College  
Bachelor of Science in Business Management; Concentration in Economics

Wellesley, MA

Institut Catholique de Paris  
Semester Abroad Program, French Language and History Curriculum

Paris, France

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## Experience

### **Human Resources Coordinator, The Country Club**

September 2024 – Present

*As one of only two Human Resources professionals at the Club, my role has been dynamic and diverse. Please consider the below only a sample of some of the work that goes into this position, and do not hesitate to reach out for more information.*

- Report directly to the Director of Human Resources, and to the General Manager for a period of 5 months in the absence of a director
- Manage all day-to-day Human Resources functions for entire Club of 250-350 employees, including but not limited to payroll, benefits, employee relations, budgeting
- Direct and advise managers and leadership on various employee disputes and concerns
- Facilitate and administer 401(k) plan services, including Non-Discrimination Testing and annual Non-Elective Contributions related to terminated pension plan
- Serve as primary point of contact for all HR vendors, including insurance brokers, auditors, HRIS teams and more
- Plan and execute employee engagement events with attendance of over 175 employees
- Serve as Scholarship Administrator for a 501(c)(3) employee education fund, facilitating merit and need-based scholarship committee on reviewing and awarding applicants with total annual awards of over \$170,000

### **Pool Supervisor; Event Captain; Server; Bartender; Hostess, Wellesley Country Club**

May 2022 – September 2024

- Managed 10+ person pool snack bar staff with a daily output of \$3k+, monitored and replenished stock levels, supervised and verified completion of opening and closing procedures, and ensured facility was clean and closed at day's end
- Coordinated and executed events in a variety of roles, depending on Club and event needs, including setup and equipment, logistics, decoration, and greeting of guests and attendees
- Maintained poise and focus under pressure allowing for efficient, error-free work and a smooth guest experience
- Possessed strong interpersonal skills resulting in positive communication, teamwork, and flexibility

### **Marketing and Sales Intern; Human Resources Intern, Kerivan-Lane, Inc.**

May 2018 – January 2020

#### **Human Resources**

- Managed review of payroll hours and PTO; recruited new employees in all departments and conducted interviews; implemented timesaving and cost-efficient payroll app
- Trained new and current employees on how to use CRM software, distribution software, and marketing tools

#### **Marketing & Sales Operations**

- Conducted research on new HVAC and fuel systems offerings and presented results to CEO and leadership team
- Generated fresh sales leads, increasing overall sales output by 10%
- Overhauled inventory system and repriced all items to account for inflation and relative elasticity
- Represented company as interim marketing lead due to unexpected departure of a superior
- Managed and created content for the company website, updated website design and layout

#### **Finance**

- Reviewed and managed accounts payable and accounts receivable
- Reworked filing system Finance and Sales Departments to better serve company

### **Legislative Intern, Massachusetts State House**

June 2014 – January 2017

- Drafted legislation, constituent correspondence, and press releases; presented to Representative, Chief of Staff

- Attended and wrote reports on press conferences, seminars, and hearings
- Managed and assigned tasks to fellow interns
- Communicated with other House offices and committees, as well as the Senate and Governor's Office
- Planned and executed local outreach events in district, including creating constituent-facing content

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## Leadership

*Leadership Team, The Country Club*

January 2025 – Present

*Activities Chair, Sigma Kappa Sorority, Zeta Zeta Chapter*

November 2017 – May 2018

*Co-Founder and Chief Human Resources Officer, Soul Bracelets*

March 2017 – August 2017

*Lead Intern, MA State House Committee on Personnel and Administration*

June 2015 – January 2017

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## Skills

- French (B2 Proficiency)
- Microsoft Office Suite (extensive Excel experience)
- Graphic Design; Adobe Suite +
- HRIS: ADP WorkForce Now, iSolved
- Jonas: Club Management, Encore
- ForeTees
- MembersFirst
- EventPro Venue Management software
- Fidelity PSW
- Qualtrics Survey Software
- From-scratch, full-scale Financial Modeling
- EViews (data forecasting and financial modeling software)
- SAS Data Modeling
- CARGAS software (full-service Fuel Delivery and HVAC management software)
- ACT! (CRM designed specifically for HVAC)
- BMC (Bloomberg Terminal) Certification