

Kevin Alan Flink

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School Address

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Permanent Address

4695 NW 58th Terrace
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EDUCATION

Florida State University

Bachelor of Science

- Human Resources
- Business Management
- Real Estate

Tallahassee, Florida

Graduation Date: December 2009

Major GPA: 4.00 Overall: 3.44

Dean's List: Fall 2005, 2007, 2008 and Spring 2009

WORK EXPERIENCE

Mainline Information Systems

Human Resources Specialist

- Responsible for all employee benefits enrollment and termination processes
- Perform regular audits of employee healthcare services and worker's compensation premium bills
- Scan employee personnel files and create an online catalog to assist in a company-wide paperless initiative

Tallahassee, FL

March 2009 - Present

Brown & Brown Insurance

Director of Human Resources' Assistant

- Created and implemented a recycling program at our 5-story office building
- Generated and distributed payroll materials including employee paid time off reports
- Restructured and standardized branch termination, employee benefits and new hire documents

Tallahassee, FL

August 2008 - February 2009

JBM Realty Advisors

Office Manager's Assistant

- Facilitated the marketing of over \$400 million in multifamily assets
- Conducted market research through phone calls with clients and lenders
- Assisted brokers by compiling rent and sales data for each potential buyer

Tampa, FL

May 2007 - August 2007

LEADERSHIP AND ACTIVITIES

Society for Human Resource Management: Florida State University

Vice President

Spring 2009

Fall 2009

Society for Human Resource Management: Big Bend

Spring 2009

Society for Human Resource Management: National

Spring 2009

Alpha Kappa Psi: The Professional Business Fraternity

Vice President of Brotherhood Membership

- Conducted a training session for 50 new members
- Administered numerous community service and philanthropy projects
- Presided over and coordinated 20 committees to complete weekly projects

Fall 2006 - Present

Spring 2008

Real Estate Society: Florida State University

Vice President

Fall 2007 - Present

Fall 2008 - Spring 2009

HONORS AND PUBLICATIONS

FSU HR Center Annual Scholarship Award Recipient

Fall 2009

Phi Eta Sigma: National Honors Society

Fall 2005 - Present

Flink, Kevin. "It Starts from the Top Down." *HRGumbo.com*. 23 Aug, 2009

<http://www.hrgumbo.com/2009/08/23/it-starts-from-the-top-down>