

MADISON SUTTON

HUMAN RESOURCES MANAGEMENT
AND PRE-LAW

Manhattan, KS 66502

✉ madisonsutton@ksu.edu

☎ (913)703-1002



www.linkedin.com/in/madisonrsutton

EDUCATION

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

Kansas State University | Bachelor of Science in Business Administration | Expected: May 2025

- Cumulative GPA: 3.88
- Human Resources Management major with a certificate in Sales on the pre-law track

ARTS AND CULTURE

Kansas State University - Italy | Orvieto, Italy

- Traveled and learned in a new environment
- Engaged in a new culture
- Studied the Italian language
- Studied art, architecture, and history
- Experienced this summer program for over a month

EXPERIENCE

INTERN

United States Senate - Office of Senator Jerry Moran | Washington, DC | Jun 2024 - Aug 2024

- Addressed constituent concerns via phone, mail, and email
- Directed United States Capitol tours
- Formulated memos about legislative issues
- Greeted visitors at the Senator's office
- Reviewed bills before they were presented to the Senate floor
- Assisted the communications team with writing tasks
- Researched issues to aid the legislative team

LAW INTERN

Law Office of James M. Brun, LLC | Overland Park, KS | Jul 2023 - Aug 2023

- Observed the Defense Attorney's case preparations and results in court
- Observed court from the judge's perspective in a county district court

HUMAN RESOURCES INTERN

Global Connections Inc. | Overland Park, KS | May 2022 - Aug 2022

- Conducted interviews for new positions at the company
- Onboarded employees
- Organized holiday events and gifts for employees
- Created employee and company surveys
- Analyzed whether businesses were accurately following employment laws
- Worked in the call center to help travelers with confirmations

ACHIEVEMENTS & SKILLS

MENTEE

Executive Mentorship Program | Feb 2024

- Participated in Kansas State University's program that connected students with alumni within their field of study
- Strengthened relationships with alumni
- Attended monthly meetings to gain insight and perspective from alumni

MEMBER

Society for Human Resource Management at Kansas State University | Feb 2024

- Participated in biweekly meetings
- Attended events with guest speakers to gain professional knowledge and experience
- Discussed how to succeed in internships and full time career opportunities

MEMBER

Pre-Law Ambassadors | Oct 2023

- Shared news and information regarding opportunities within Kansas State University's Pre-Law program
- Advocated for students who considered attending law school
- Connected with others within the same field
- Represented what it meant to pursue justice on campus

RECRUITMENT GUIDE

Panhellenic Sorority Community - Kansas State University | Feb 2024 - Sep 2024

- Guided freshmen women to the Greek life organization that best suited them
- Provided encouragement and tips for students throughout the recruitment process
- Listened to students and provided empathy and support during the recruitment experience

VICE PRESIDENT OF MEMBERSHIP EXPERIENCE

Delta Delta Delta - Theta Iota Chapter | Apr 2023 - Apr 2024

- Led recruitment efforts for the chapter
- Created an environment to improve retention
- Facilitated the informal process of continuous bidding
- Created a retention committee
- Led the Membership Experience Team
- Served as an executive board member
- Led retention meetings and created ways to support membership

DIRECTOR OF ACADEMIC EXCELLENCE

Delta Delta Delta - Theta Iota Chapter | Apr 2022 - Apr 2023

- Coordinated grade checks for students and supplied resources for those struggling
- Set up a tutoring system within the sorority for freshmen students