

# STEPHANIE CUMMINGS

(540) 998-0504 | stephaniejeancummings@gmail.com | Blacksburg, VA | [www.linkedin.com/in/stephanie-cummings-793666211](https://www.linkedin.com/in/stephanie-cummings-793666211)

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## EDUCATION

### B.S. Psychology

Virginia Polytechnic Institute & State University | Blacksburg, VA  
Minor: **VT Corps of Cadets Leadership**

May 2026

GPA: 3.35

In Major GPA: 3.43

### High School Diploma

South Forsyth High School | Cumming, GA

May 2022

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## AWARDS & SCHOLARSHIPS

Class of '33 Scholarship

2025 – Present

VTCC Horizon Scholarship

2025 – Present

Academic Dean's List: College of Science | Virginia Tech (x3)

2024 – Present

VTCC R.B. Pamplin Scholarship

2024 – 2025

Intelligence Community Center for Academic Excellence (IC CAE): Scholar | Virginia Tech

2024 – 2025

VTCC E Company '58 Endowed Scholarship

2022 – 2025

Army ROTC 3-Year Scholarship

Spring 2022

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## RESEARCH EXPERIENCE

### Undergraduate Research Assistant

Dec 2025 – Present

*The Connection Project, Psychological Ontology of Theory of Mind*

#### Responsibilities:

I assisted Dr. Hudson with TCP study recruitment, conducting psychometric literature review to identify clinical cutoffs for standardized psychological assessment measures, and other ongoing tasks.

### Research Team Member

Fall 2024

*Gray Undergraduate Research, Interpretation of Non-Verbal Communication in Automotive Contexts*

#### Responsibilities:

I assisted the Courtesy Horn project team under Dr. Gray by collaborating on an IRB-approved behavioral research project examining public perception of auditory social signals (vehicle horn use), contributing to survey instrument design, question framing, and weekly research progress deliverables that was presented at the IDPro Fall 2024 Showcase.

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## PROFESSIONAL EXPERIENCE

### STAFFING COORDINATOR

Dec 2025 – Present

Aramark, Virginia Tech Concessions | Blacksburg, VA

Lead HR staffing operations supporting 350+ employees and nonprofit volunteers across Division I athletics events, serving as primary HR liaison under the Director of Operations.

- Direct workforce scheduling, roster management, and availability planning to ensure full event coverage and operational continuity.
- Oversee payroll accuracy and labor compliance through timecard auditing, SLV tracking, and workforce reporting.
- Manage end-to-end onboarding and compliance for employees and nonprofit partners, including background checks, TEAMS certification, I-9 verification, and organizational documentation.
- Designed centralized workforce and nonprofit operations dashboards consolidating onboarding status, compliance tracking, participation history, and engagement metrics—establishing the account's first integrated oversight system.
  - Built attendance, call-out, and activity tracking tools to analyze workforce reliability and participation trends.
- Supervise and mentor the Part-Time HR Intern while supporting development planning for the Fall 2026 Internship Program in collaboration with management.
- Assist running staff focus groups and coordinate employee engagement initiatives including recognition programs, newsletters, and large-scale events (Employee Appreciation Day, ABC Day).
- Manage nonprofit payments by reviewing sales reports, creating invoices, and coordinating documentation to ensure accurate commission payouts.
- Completed TEAMS Train-the-Trainer certification and supported internal alcohol compliance education.

# STEPHANIE CUMMINGS

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## PROFESSIONAL EXPERIENCE CONTINUED

### HUMAN RESOURCES ASSISTANT

Aug 2025 – Dec 2025

Aramark, Virginia Tech Concessions | Blacksburg, VA

Supported HR operations for 350+ employees and nonprofit volunteers during high-volume athletics events.

- Assisted with onboarding and compliance processing, workforce preparation, and event-day staffing coordination.
- Developed the original event-day check-in tracking system that later evolved into the department's centralized workforce dashboard.
- Designed post-game feedback surveys to evaluate staffing effectiveness and operational performance.
- Improved internal communication by implementing GroupMe coordination channels and producing monthly employee newsletters.
- Supported pre- and post-event HR workflows including attendance tracking, compliance verification, and documentation updates.

### STEP-UP-2-LEADERSHIP HUMAN RESOURCES INTERN

May 2025 – Aug 2025

Aramark: Citi Field | Corona, NY

Supported HR operations for a 700+ employee MLB stadium environment, contributing to workforce onboarding, compliance operations, employee engagement initiatives, and safety program support.

- Managed large-scale event-day check-in/out operations for 500+ staff to ensure staffing accountability, uniform compliance, and operational readiness.
- Coordinated onboarding for 100+ new hires, including international student employees, maintaining documentation accuracy, training completion tracking, and orientation logistics.
- Organized and maintained employee files and onboarding records to support audit readiness and HR compliance standards.
- Designed and administered an employee engagement survey (~150 responses), analyzing feedback on recognition, communication, and retention to inform operational improvement strategies.
- Participated in grievance observations, HR Meetings, and internal audits across multiple accounts to gain exposure to labor relations and compliance benchmarking.
- Shadowed the Safety Manager and supported safety engagement initiatives, increasing training participation and workforce awareness.

### HUMAN RESOURCES INTERN

Aug 2024 – May 2025

Aramark: Virginia Tech Concessions | Blacksburg, VA

Supported HR operations for 350+ employees and nonprofit volunteers during peak athletics seasons, contributing to onboarding, compliance tracking, and employee engagement initiatives.

- Built and maintained event-day check-in and compliance tracking systems for nonprofit volunteers, including alcohol certification and uniform verification.
- Supported new-hire onboarding by facilitating fall orientation sessions, maintaining records in Kronos HRIS, and managing scheduling communications.
- Coordinated employee engagement initiatives including Employee Appreciation Day and Aramark Building Community (ABC) Day events.

### INTERN

Dec 2025 – Present

Roanoke County Police Department | Roanoke, VA

Selected participant in the RCPD's Student Intern Program, supporting operational and administrative functions while gaining structured exposure to law enforcement procedures and public safety operations.

- Support departmental administrative workflows while maintaining confidentiality and adherence to professional conduct standards.
- Participate in supervised ride-alongs and operational shadowing to gain applied exposure to patrol procedures, decision-making under pressure, and community policing practices.
- Complete agency applicant testing and interview processes for academy consideration while engaging in professional development activities.
- Observe and train in core operational areas including defensive tactics, EVOC driving protocols, firearms safety procedures, and scenario-based response training.

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## PUBLICATIONS

Class of 2026 Ring Figure Operation Order  
VT Corps of Cadets & Class Programs, Virginia Polytechnic Institute & State University

Mar 2025

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## LEADERSHIP & SERVICE EXPERIENCE

### CHIEF JUSTICE

Aug 2025 – Present

*VT Corps of Cadets - Honor Court | Blacksburg, VA*

Serve as senior student judicial officer overseeing Honor Court operations, governance, and procedural integrity.

- Provide operational oversight of investigations, case assignments, hearing preparation, and adjudication workflows.
- Lead weekly planning meetings and manage case status tracking to align workload, priorities, and hearing readiness.
- Manage training programs for Honor Court members, Honor Representatives, and Corps-wide honor education initiatives.
- Maintain disciplinary tracking systems (RDS/BDS, sanction logs, restriction trackers) to ensure accountability and follow-through.
- Oversee case documentation and procedural workflows to ensure due process compliance and institutional policy alignment.
- Manage personnel assignment matrices, team rosters, and shared operational files to optimize team effectiveness.

### CADET DRESS & SABER CHAIR

Apr 2023 – Present

*VT Class Programs | Blacksburg, VA*

Led ceremonial and large-scale event planning initiatives for Class Programs and the Corps of Cadets, including coordination of signature university traditions and class-wide programming.

- Directed planning and execution of the Ring Figure ceremony for Ring Dance, leading a planning team and coordinating logistics across multiple Corps units and university stakeholders, including direct management of the “Class of 2026 Ring Figure Operation Order”.
- Collaborated with the Ring Dance Committee to support event design, scheduling coordination, and execution of class-wide programming.
- Managed ceremonial logistics including participant coordination, timeline development, rehearsal planning, and equipment preparation.
- Supported additional Class Programs initiatives and multi-class university events, contributing to planning, coordination, and operational execution.

### SERVICE PROJECT COORDINATOR & VOLUNTEER

Aug 2022 – Present

*VT Corps of Cadets & Community Partners | Blacksburg, VA*

Coordinate and support multi-year community service initiatives in collaboration with Corps leadership and local organizations.

- Organized and executed service projects including Heart Walk events, YMCA programs, park cleanups &, and veteran outreach initiatives.
- Coordinated volunteer participation, logistics, and communication across cadets and partner organizations.
- Contributed to sustained community engagement efforts aligned with Corps service mission.

### BATTALION EXECUTIVE OFFICER

Aug 2025 – Dec 2025

*VT Corps of Cadets | Blacksburg, VA*

Served as the second-in-command of the Citizen Leader Track program, supporting leadership operations, training coordination, and administrative oversight.

- Managed battalion-level planning, task coordination, and internal communication across subordinate units.
- Oversaw daily operations including formation accountability, internal communications, and task coordination across subordinate units.
- Coordinated standardized Physical Training and academic support programs in collaboration with battalion staff and company leadership.
- Assisted in operational scheduling and performance accountability processes.

### COMPANY FIRST SERGEANT

Aug 2025 – Dec 2025

*VT Corps of Cadets | Blacksburg, VA*

Served as a junior noncommissioned cadet leader of the Citizen Leader Track program, responsible for company accountability, discipline enforcement, and operational readiness.

- Prepared the company for formations and supervised unit movement to and from training activities.
- Maintained personnel accountability and attendance reporting.
- Administered non-judicial punishment procedures, including advising cadets of rights and appeal processes.
- Enforced disciplinary actions and weekend restriction sanctions in accordance with regulations and reported outcomes to the Company Commander.

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## EXPERIENCE CONTINUED

### SERGEANT AT ARMS

Aug 2024 – May 2025

*VT Corps of Cadets - Honor Court | Blacksburg, VA*

Supported Honor Court operations by managing hearing logistics, documentation integrity, and sanction compliance tracking.

- Assisted the Chief Justice, Regimental Counsel, and Defense Counsel with hearing preparation and procedural coordination.
- Maintained order and access control during closed-session hearings to ensure confidentiality and procedural compliance.
- Served as official hearing recorder and managed case documentation to ensure records accuracy and secure handling.
- Notified involved parties of case updates, and tracked compliance with assigned sanctions, including university service requirements.

### MEMBER

Jul 2025 – Present

*Society for Industrial & Organizational Psychology*

- Active member of the leading professional association for Industrial & Organizational Psychology, engaging with current research, professional resources, and field developments in organizational science and workplace psychology.

### COMMUNICATIONS OFFICER

Apr 2024 – Apr 2025

*VT Corps of Cadets - Cadet Alumni Team | Blacksburg, VA*

Managed communications and engagement coordination for the Cadet Alumni Team.

- Maintained attendance tracking for team participation and engagement monitoring.
- Distributed meeting communications, announcements, and event information via email channels.
- Coordinated event check-in logistics for major alumni engagement events to support attendance verification and operational flow.

### ARMY ROTC CADET

Aug 2022 – May 2024

*VT Corps of Cadets - VT Army ROTC | Blacksburg, VA*

Completed foundational military leadership training emphasizing discipline, physical readiness, and team-based execution.

- Participated in leadership labs and field training exercises focused on tactical decision-making and communication under pressure.
- Developed accountability and performance standards through structured physical training and military instruction.

### ELECTRICAL/MECHANICAL ASSEMBLY INTERN | Premier Automation | Alpharetta, GA

May 2021 – Jul 2022

Gained hands-on experience in industrial automation assembly, wiring, and quality assurance while learning to interpret schematics and support product preparation for Siemens-based systems.

- Assisted in assembling automation equipment by prepping frames, installing electrical components, and wiring according to schematics; supported QA checks to ensure accuracy before shipping.
- Reorganized bills of materials with category filters, improving efficiency and accuracy in product preparation.
- Collaborated with other interns to install conduit and wire the upstairs portion of the shop, expanding facility usability.

### CUSTOMER SERVICE & STUDENT LEADERSHIP ROLES | Various Employers

Aug 2020 – May 2024

Held positions as a short-term summer Store Manager with Juice Press, a Food Service Team Member with both Virginia Tech Dining Services & Culver's, & as a Virginia Tech New Student Family Programs Weeks of Welcome Leader, gaining experience in customer service, team coordination, and student engagement.

- Delivered quality service & support in fast-paced environments, ensuring customer satisfaction & smooth operations.
- Developed leadership & communication skills by training peers & supporting new student programming.

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## PROFESSIONAL DEVELOPMENT

Citadel Honor Conference | VT Corps of Cadets Honor Court | Charleston, SC

Feb 2025 & 2026

Senior Seminar: Communicating Science | Virginia Tech Psychology Department | Blacksburg, VA

Fall 2025

VMI Leadership Conference | VT Corps of Cadets | Lexington, VA (x2)

Oct 2024 & 2025

Human Relations Course | Germanna Community College | Online

Summer 2025

Senior Military College Intercollegiate Ethics Bowl | VT Corps of Cadets Ethics Team | Online

Feb 2025

Northeast Regional Intercollegiate Ethics Bowl | VT Corps of Cadets Ethics Team | Baltimore, MD

Dec 2023

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## EXPERTISE & TECHNICAL SKILLS

Leadership & Team Supervision | Conversational-Level Spanish | Union Relations | Employee Engagement & Retention | Needs Assessment | Event Planning | Adaptability in High-Pressure Environments | Ethical Decision-Making | Policy Compliance & Documentation | Kronos (HRIS) | Microsoft Excel | International Review Board Certified | Survey Design & Analysis | Canva