

Permanent Address: 2520 Destination Drive, Psychtown, MN 22222 Cell: (XXX) XXX-XXXX
Present Address: Knox College, 2 East Street, Box K-232, Galesburg, IL 61401

OBJECTIVE

To obtain a position within Human Resources or Organizational Management

EDUCATION

Bachelor of Arts in Psychology June 2011
Minor in General Business with Focus in Human Resources
Major GPA: 3.79/4.0
Knox College, Galesburg, IL

RELEVANT COURSES**Theory**

- Issues in Psychology, Psychology of the Personality, Learning and Motivation

Practical

- Statistics, Research Methods in Psychology, Consumer Economics and Personal Finance, Managerial Communications, Accounting I and II

RELATED WORK EXPERIENCE

Human Resource Intern June – August 2010
ABC Steel Company, Psychtown, MN

- Assist staff by distributing and collecting employee satisfaction surveys
- Tabulate and publish results in monthly employee newsletter
- Serve as liaison between HR department and management team, attending meetings and bringing concerns to the appropriate managers
- Answer phones and provide aid to potential employees

OTHER EXPERIENCE

Assistant Manager/Server Summer 2009
Applebee's Bar and Grill, Omaha, NE

- Hire and train an average of six servers quarterly
- Manage a crew of 12 employees, including pay and work schedules
- Provide service for 30 to 100 customers per shift in a fast paced environment
- Successfully resolve customer complaints and employee conflicts

General Contract Worker Summer 2008
Patrick John Contracting, Omaha, NE

- Contracted to perform specified construction work in accordance with architect's plans, blueprints, codes, and other specifications
- Estimated costs of materials, labor, and use of equipment required to fulfill provisions of contract and prepared bids
- Subcontracted specialized craft work, such as roofing, painting, and electrical

LEADERSHIP ACTIVITIES

President September 2010 – Present
• Knox College Psychology/Sociology Society

Treasurer September 2010 – Present
• Knox College Psi Chi Fraternity

COMPUTER SKILLS

Proficient in Microsoft Word, Excel, Access, PowerPoint, Outlook, and Explorer