

ANNA SEGHERS

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21 Gulfside Drive • Columbus, OH 40910 • (312) 555-5555

CAREER OBJECTIVE

A position in Human Resource Management using skills and training in industrial psychology, interpersonal communication, statistical analysis, and research methodology.

EDUCATION

Bowling Green State University
Bachelor of Arts, Psychology, GPA 3.2

Bowling Green, OH
May 2008

COMMUNICATION AND TESTING SKILLS

- Trained in the application of psychological and ability assessments in the selection of employment candidates.
- Redesigned employee manuals to enhance readability and layout.
- Experienced in job and task analysis and the creation of classified and on-line advertisements.

TRAINING SKILLS

- Excellent public speaking and training skills gained through 100 presentations during the past four years.
- Experience with group and individualized training. Have selected and trained 50 staff members.
- Proficient in the use of multimedia presentation software.

INTERPERSONAL AND MANAGEMENT SKILLS

- Gained experience helping residents with educational, career, personal, and health issues.
- Developed a strong sense of community among a new group of 350 residents each academic year.
- Experienced with program planning, budgeting, event management, and student disciplinary procedures.
- Served as a member of several interviewing committees at the University.

EMPLOYMENT

Department of Residence Life
Resident Advisor

Bowling Green OH
Academic Years 2005 - 2008

Red Lobster
Waiter and Shift Supervisor

Maumee, OH
Summers 2004 - 2007