

MITCHELL MANOS

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Current Address

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Permanent Address

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OBJECTIVE

To obtain a training position in the field of human resources utilizing my skills in recruitment, management and employee relations.

EDUCATION

Master of Human Resource Development, Clemson University, Clemson, South Carolina

May 2002 GPA: 3.6/4.0

Bachelor of Science in Psychology, University of Toledo, Toledo, Ohio

May 1998 GPA: 3.2/4.0

HUMAN RESOURCE SKILLS

Recruitment/Selection

- Researched, compiled and created college recruitment resources obtained from a total of 35 schools to further enhance the company's marketing potential on university campus
- Advised recruiters on the overall campus recruiting process
- Performed a thorough job analysis, using interviews and observation techniques for a new technical recruiting program
- Developed promotional leaflets on creative recruiting techniques to attract students to the Tampa Bay area and GTE Data Services
- Coordinated, implemented and scheduled on campus interview and information session dates
- Revised company brochures on benefits and college recruitment

Training and Development

- Instructed approximately 150 students weekly in resume writing, job search strategies, and interviewing techniques
- Conducted weekly interview, resume writing and internship workshops
- Created a "Train the Trainer" manual including task analysis, performance objectives, session plans, and tests to evaluate the training of Career Center personnel

Management

- Managed daily operations of **five** departments, including merchandising, inventory control, ordering and cash control
- Supervised, trained, scheduled, counseled and motivated 10 sales associates
- Prepared annual performance reviews on sales associates
- Utilized employee motivational and communication programs to improve departmental operations to increase production and efficiency

Employee Relations/Counseling

- Led investigations concerning employee grievances and conflicts and provided counseling as needed
- Served as a referral source for all employee inquiries and concerns
- Informed and advised sales associates of company policies and procedures on how to handle dissatisfied customers
- Assisted students in computerized job search information systems including resume disk for windows and student information systems

EMPLOYMENT HISTORY

Clemson University Career Center, Clemson, South Carolina

Placement Assistant August 2000 - Present

BMW Manufacturing, Professional Recruitment, Greenville, South Carolina

Human Resources Intern June 2000 - August 2000

Alpha Chi Alpha, Atlanta, Georgia

Finance Chair May 1998 - May 2000

COMPUTER SKILLS

Microsoft Word, Excel, PowerPoint, WordPerfect, Internet

HONORS AND PROFESSIONAL ORGANIZATIONS

Outstanding Member Development at Delta Kappa Epsilon; Society of Human Resources Management, August 2000-Present;

Alpha Chi Alpha Mentor of the Month, December 1999; Dean's List, 1998