

John Smith

School Address

Department of Study
University
City, State 12345
(000) 111-1111

Permanent Address

123 Broadway
City, State 12345
(000) 111-1111

OBJECTIVE

A position in Personnel Administration utilizing skills in recruiting, training and compensation.

EDUCATION

Master of Science, Industrial/Organizational Psychology

Rensselaer Polytechnic Institute, Troy, NY

December 1990

THESIS - Job Evaluation: Compensating for Comparable Worth

GPA 3.70

Bachelor of Science, Psychology

Utica College of Syracuse University, Utica, NY

May 1987

Bachelor of Science, Psychology

Utica College of Syracuse University, Utica, NY

May 1987

PROFESSIONAL EXPERIENCE

International Business Machines

January – August 1990

General Products Division, Tucson, AZ

(Co-op Assignment)

- Developed new selection criteria for applicant screening and selection at GPD Tucson. Conducted job analysis, wrote criteria, identified skill codes for applicant tracking, established rater reliability.
- Interviewed applicants for positions in Assembly, Warehousing, and Direct Customer Response.
- Assistant Co-op Coordinator. Initiated and maintained computer tracking for Co-op program. Organized all co-op seminars and activities, co-op directory.
- Representative on GPD Compensation Task Force. Prepared job descriptions, assigned corporate position code, and submitted for division approval.

Rensselaer Polytechnic Institute, Troy, NY

Professional Leadership Program, School of Management

October 1988 – March 1989

- Developed standardized interview to identify early management potential. Generated leadership dimensions and applicant assessment scale.
- Completed 30 hours of interviewer training. Interviewed 75 candidates.

Department of Psychology

May – December 1989

- Trained engineering students in the development of interpersonal skills. Facilitated group interaction, provided individual feedback via application analysis papers.

New York State Department of Mental Health

September – December 1989

Bureau of Management and Program Evaluation, Albany, NY

- Conducted research to identify key evaluation factors in the statewide investigation of Intensive Care Facilities for disabled persons.

Colonie Center Shopping Mall
Albany, NY

January – June 1989

- Served as consultant for new management team in techniques for managing change.
- Developed and administered organizational climate survey.
- Facilitated management-employee feedback sessions.

COMPUTER SKILLS

Experienced in SPSS, BMDP statistical packages; LOTUS 1-2-3, Personal Editor

PUBLICATIONS

- “Job Analysis - A True Picture,” Journal of Headhunters, Vol. 5, Number 3. Fall 1990
- “The Fine Tuning of Interpersonal Skills,” Journal of Recruiting/Hiring, Vol. 16, Number 7, August 1990

MEMBERSHIPS

American Psychological Association, Student Affiliate
Vice President of Activities, RPI Weight-training Club
Chairperson, Entertainment Committee, Utica College
Latin-American Student Union, Utica College
Member All-American Nautilus

HONORS

Full tuition assistantship, Rensselaer Polytechnic Institute
PSI CHI National Honor Society
PHI THETA KAPPA National Honor Society

INTERESTS

Classical piano, jazz, bodybuilding/aerobic exercise, cooking, dancing