

# Jane Mary Doe

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## OBJECTIVE:

To obtain an entry level position in human resources which utilizes my organizational and communication skills.

## EDUCATION/ HONORS:

**Bachelor of Arts, College of St. Benedict**, St. Joseph, MN, May 2007

*Major:* Psychology *Minor:* Sociology

*GPA:* 3.75/4.0

*Scholarships/Awards:* President's Scholarship, Leadership Scholarship, Dean's List

*Study Abroad:* Salzburg, Austria, Fall 2005

## RELEVANT COURSE WORK:

Industrial Psychology, Behavioral Psychology, Research Methods, Organizational Behavior, Psychology of Gender, Teaching Practicum

## COMPUTER SKILLS:

Microsoft Office (Outlook, Word, Publisher, PowerPoint, Excel, FrontPage, Access)

## RELATED EXPERIENCE:

### Human Resources Intern

*Doherty Employment Group, St. Cloud, MN, January 2006-May 2006*

- Facilitated the staffing, interviewing, testing, and selection of employees.
- Managed monthly budget accounts for the company payroll.
- Planned and conducted workshops about benefit packages for employees.

### Career Assistant

*College of St. Benedict Career Resource Center, St. Joseph, MN, September 2005- May 2006*

- Assisted students with career research and exploration activities.
- Provided students with information and decision-making strategies related to major and career choices.
- Conducted practice interviews with students.
- Coordinated career panels with alumni
- Created promotional materials to market to students and faculty.
- Critiqued resumes and cover letters.

### Teaching Intern

*College of St. Benedict/St. John's University Psychology Department, St. Joseph/Collegetown, MN, September 2004-May 2005*

- Developed curriculum for two introductory psychology laboratories, and instructed two per week.
- Facilitated discussion and interacted with students in a leadership role.
- Analyzed and graded laboratory assignments.

## ADDITIONAL EXPERIENCE:

### Server

*Granite City, St. Cloud, MN, October 2003-Present*

- Interact with guests in a friendly manner concentrating on good customer service.
- Receive and place guests' orders and bring out food in a timely manner.

## ACTIVITIES

Intramural Volleyball and Softball, Fast-Forward Youth Program Volunteer, College of St. Benedict Swimming and Diving Team, volunteer at St. Cloud Hospital