

# Sy K. Major

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Permanent Address: 2520 Destination Drive, Psychtown, MO 22000, (555) 555-5555

Present Address: 101 North Street, Maryville, MO 64468, (555) 555-5555

**OBJECTIVE** Human Resource Specialist

**EDUCATION** **Bachelor of Science in Psychology** May 2009  
Minor in General Business Major GPA: 3.79/4.0  
Northwest Missouri State University (NWMSU), Maryville, MO

## RELEVANT COURSES

Practical: Statistics, Research Methods in Psychology, Consumer Economics and Personal Finance, Managerial Communications, Accounting I and II  
Theory: Issues in Psychology, Psychology of the Personality, Learning and Motivation

## RELATED WORK EXPERIENCE

### Internship – Human Resource Department

LMP Steel and Wire Maryville, MO January - May 2008

- 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

Applebee's Bar and Grill Omaha, NE February 2005 - Present

- 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

Tim Tiger Contracting Omaha, NE May - August 2007

- 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

## COMPUTER SKILLS

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

## ACTIVITIES

**Psychology/Sociology Society** September 2007 - Present  
President January 2008 - Present  
**Psi Chi** October 2007 - Present  
Treasurer January 2008 - Present