

(Chronological Style)

Felice Victoria Day

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Objective

A position in human resource management utilizing my communication skills, organizational abilities, and training experience.

Education

Bachelor of Arts, Psychology. Rhodes College, Memphis, TN, GPA: 3.0
Graduation: May 2008 Selected to: Outstanding Young Women of America

Related Courses: Quantitative Aspects of Psychology, Industrial/Organizational Psychology, Tests and Measurements, Counseling Psychology

Study Abroad Program: British Studies at Oxford, England, Summer 2006

Computer Knowledge: Microsoft Office, HTML, SPSS

Internship

Human Resources Intern, FedEx, Memphis, Tennessee, Fall 2007

- Gained exposure in the areas of recruiting, benefits compensation, and training and development.
- Assisted Vice President of Human Resources in revising orientation for new employees: surveyed new employees regarding current orientation program; evaluated effectiveness of program; and developed proposal for changes in orientation.
- Presented a 14-page report to the Vice President, including a cost analysis of the proposed orientation program.

Additional Experience

Resident Advisor, Rhodes College, Memphis, Tennessee, 2006-Present

- Provided academic counseling, information referrals, and tutoring for 24 students.
- Planned and implemented educational and social programs.
- Explained, interpreted, and enforced college housing policies.
- Participated in bi-weekly staff meetings.
- Completed an annual facility inventory and report.
- Assisted in interviewing, selecting, and training of new Resident Advisors.

Waitress, Tradewinds, Atlanta, Georgia, Summers 2004-2007

- Enhanced communication skills and organizational abilities in a fast-paced environment.
- Selected by manager to train new waiters/waitresses.

Activities

- Black Student Association, 2005-present, Secretary, 2006
- Alpha Kappa Alpha Sorority, 2004-present
- Red Cross Volunteer, 2006-2007
- Extensively traveled the U.S. and Europe