

Amy Jones

Current Address:

123 West State Street C20
West Lafayette, IN 47907
(765) 123-6789

Permanent Address:

1234 Classic Avenue
Detroit, MI 28956
(888) 123-4567

ajones@purdue.edu

OBJECTIVE

To obtain an internship in the field of Human Resources, where I can utilize my strong problem-solving skills.

EDUCATION

Bachelor of Science in Management May 2006
Purdue University, School of Management, West Lafayette, IN
Minor: Human Resources
GPA: 3.5/4.0

Relevant Course Work:

Personnel Management, Labor Relations, Organizational Behavior, Statistics,
Public Speaking, Accounting, Finance

Computer Skills:

Microsoft Access, Excel, PowerPoint and Word

PROFESSIONAL EXPERIENCE

Human Resources Intern May 2004 - August 2004
ABC COMPANY, Detroit, MI

- **Analyzed** workforce demographics; projected future staffing needs
- **Planned** and **conducted** employee feedback sessions involving all staff
- **Assisted** with the implementation of Diversity and Affirmative Action programs
- **Learned** advanced sales training techniques at company training workshops

Sales Associate May 2003 - August 2003
SOME COMPANY, Detroit, MI

- **Assisted** in training of 12 new sales people
- **Arranged** displays and tagged for sales
- **Served** as department manager while manager on vacation
- **Won** award for Most Productive Salesperson

ACTIVITIES AND HONORS

Treasurer, Society for Human Resource Managers
Rush Chairperson for Chi Phi Zeta
Purdue Varsity Basketball Team
Habitat for Humanity
Presidential Scholarship Award Recipient
Reader for Student with Disabilities