

Jan Student
 1111 Main Street
 Chicago, Illinois 60601
 (111) 111-1111
 jstudent@thechicagoschool.edu

SUMMARY

Respected and self-motivated professional with more than 12 years of experience managing multiple projects simultaneously. Extensive experience managing large-scale projects from the requirements gathering phase to completion. Highly skilled in tracking details, communicating deadlines, and following-up with internal and external partners to ensure on-time completion within budget. Ability and interest in learning and incorporating new technology. Consistently receive positive feedback from managers, co-workers and clients.

EDUCATION

- July 2004 **The Chicago School of Professional Psychology**, Chicago, Illinois
 Master of Arts in Industrial Organizational Psychology
- May 1999 **Elmhurst College**, Elmhurst, Illinois
 Bachelor of Science in Management, Minor in Psychology

PROFESSIONAL EXPERIENCE

- May -
 July 2004 **viaPeople**, Princeton, New Jersey
Intern
- Received management training in three business units: Human Resources, Sales and Marketing.
 - Collaborated on business development initiatives with sales force that increased leads by 200% and sales by 25%.
 - Assisted client in company-wide implementation of performance management solutions for line and staff employees.
 - Contributed to the design of web-based performance management and 360 degree feedback solutions for management-level staff.
 - Developed sample employee evaluations, including ratings and written comments, to illustrate best practices in performance evaluation.
- January -
 May 2004 **Center for Sustainable Solutions**, Chicago, Illinois
Intern
- Developed and validated selection tests using methodology for cooler mechanics.
 - Facilitated subject matter expert panels for the development of selection tests.
 - Wrote and produced technical research reports for executives.
 - Assisted in the development of assessment center exercises and participant materials.
 - Designed, administered, tabulated and analyzed results of client satisfaction surveys.
- June 1999-
 May 2004 **Experian Marketing Services**, Schaumburg, Illinois
Project Consultant
- Initiated and managed multiple business relationships with sales force, vendors, and clients.
 - Problem solved daily issues and maintained constant communication with all constituents.
 - Mentored new employees by serving as a subject matter expert and coach to fellow team members on many complex procedures and difficult customer situations.
 - Led skills training and team building sessions for work team.

PROFESSIONAL AFFILIATIONS

- Society of Industrial Organizational Psychologists, Member
Chicago Industrial Organizational Psychologists
- Executive Board Member, 2003-2004