John M. Carason

CURRENT ADDRESS

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ADDRESS POST 5/7/2004

2036 Scott Street Hollywood, FL 33020

(252) 918-8660

Objective

(252) 918-8660

A challenging position in Human Resources utilizing my skills in management, training, recruiting, orientation, selection, and job analysis.

A goal-oriented and enthusiastic leader, I am a highly effective communicator with both peers and clients. As a workaholic who demands high quality of myself and others, I am a strong emergent leader and motivator. When working as a Human Resources Assistant, I will use my skills in training, evaluation, and time management to help my company grow, while keeping an eye on the bottom line.

Capabilities Profile

My proven capabilities are applicable in a variety of areas, including:

Training	Motivational Training	Customer Service	Leadership
Selection	Performance Appraisal	Needs Assessment	Counseling
Recruiting	Organizational Planning	Staff Development	Orientation
Placement	Organizational Development	Executive Coaching	Job Analysis

Education

Master of Arts degree, Industrial/Organizational Psychology, East Carolina University	May 2004
Bachelor of Arts degree, Psychology, East Carolina University	May 2002
Minor, Business	-

Experience

GQ Men's wear, Greenville, NC

2000

Assistant Manager

GQ Men's wear is a chain retail store specializing in customer service. I assisted in the purchasing of merchandise, and provided orientation and training for all new employees. In addition, I was the top sales representative for two years.

CENTER ONE, Fort Jackson, SC

2003

Program Assistant

Center One is a research oriented branch of the army that is coordinated by the Head Psychologist of The United States Army Recruiting Command. I was responsible for the design, implementation, and analysis of a survey targeting needs assessment, job analysis and training.

Computer Skills

Proficient in a variety of computer systems and software, including:

SAS	Jasc Paint Shop Pro 8	Internet Explorer	Microsoft Excel
SPSS	Microsoft PowerPoint	Corel WordPerfect	Microsoft Office
Microsoft Word	Microsoft Outlook Express	Netscape Navigator	Microsoft Access

Professional Affiliations

Member of The Society of Industrial Organizational Psychology

Member of The Southeastern Psychological Association

State Student Representative for The North Carolina Industrial/Organizational Psychologists Member of Psi Chi