

## RESUME SAMPLE: *TESTIMONIAL STYLE*

### **Grant Mejob**

[ADDRESS]

[CITY, STATE, ZIP]

[PHONE NUMBER]

[EMAIL ADDRESS]

[LINKED IN ADDRESS]

### **SUMMARY**

Over five years of experience in organizational operations and human resource development. Persuasive leader who balances human and capital resources to achieve bottom-line results.

### **SKILLS**

- Training
- Workshop development
- Seminar/Workshop Facilitation
- Special event planning
- Employee coaching
- Survey Development
- Personnel and organizational development
- Budgeting & Planning
- New-hire orientations
- Leadership development
- Interviewing
- Need analysis

### **EXPERIENCE**

**AmJet Airlines - Washington, DC**

**April 2004 to Present**

*Organizational Development Consultant*

- Responsible for creating a 3-year leadership development program from the ground up
- Our 17 module program is designed for all supervisors and above
- Developed criteria and selection process for selection of the 8 program facilitators
- Currently manage the Leadership for Results program and facilitate classes on a regular basis (115 scheduled for 2003)
- Created calendar of all training dates for 2003
- Developed several soft skills development workshops for supervisors and managers

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- Work one on one with managers, Directors, and Vice Presidents to recognize opportunities for personal development and created action plans to strengthen targeted skills
- Serving as the only organizational development specialist frequently provides the opportunity to conduct needs analysis for various departments (In-flight, Maintenance, Employee Services, etc.) including our Vice President
- Redesigned the annual evaluation form and process, moving it from paper and pencil to an online application

Use of a  
Reference  
Quote!  
A+

*“Grant’s talents were a significant difference-maker in rolling out a new organization development program globally. I would rehire him immediately if given the opportunity.”*

*---Dave McCall, SVP of Operations, AmJet 2004-2006*

### **General Motors - Pontiac Michigan**

**May 2001 to March 2004**

#### *Organizational Development Consultant*

- Responsible for survey development and web based administration
- Correlate results with those of past surveys and present findings to executive staffs
- Support executive staffs by providing agendas and the development and facilitation of team building exercises for all employee meetings and change management plans
- Facilitate people recognition training seminars to executive staff and upper level managers and GoFast! Workshops
- Experience in UAW-GM executive labor relation workshops

*“Grant moved quickly through our organization, from intern to staff consultant due to his ability to think on his feet, establish work priorities, and motivate those around him.”*

*---Sharon Todd, Divisional Director of Human Resources, 2001-2004*

## RESUME SAMPLE: *TESTIMONIAL STYLE*

### EDUCATION

B.A. Industrial Psychology 1996  
Eastern Illinois University

M.A. Industrial/Organizational Psychology 2002  
University of California

### COMPUTER SKILLS

- Adobe Acrobat
- Lawson 7.3.3
- Lotus Notes
- Microsoft Excel 2000
- Microsoft Outlook 2000
- Microsoft Powerpoint 2000
- Microsoft Word 2000
- SPSS for Windows 11.0

### TRAINING/CERTIFICATIONS

- GoFast! Coach (General Motors) 2001
- People Recognition Trainer (General Motors) 2001
- Negotiating Skills 1 (General Motors) 2001
- Conflict Resolution (General Motors) 2001
- Stress Management (General Motors) 2001
- Change Management (General Motors) 2001
- AchieveGlobal certified Leadership for Results facilitator 2002

Lists training &  
Certification