

COMBINATION RESUME

SHELLEY-LYNN SWANSON
3684 E. Lemon Creek Road
Berrien Springs, MI 49103
616 471-9124

OBJECTIVE

Entry level position in corporate/industrial psychology

HIGHLIGHTS OF QUALIFICATIONS

Experience with counseling and academic/corporate office environments
Pronounced capacity for efficient work
Rigorous academic regimen with research in industrial psychology
Organized self-starter, able to work independently

EDUCATION

Bachelor of Arts in Psychology, Graduation: June 1993
Andrews University, Berrien Springs, MI 49104
Member, Alpha Mu Gamma, National Honor Society of Modern Languages, German
Member, Psi Chi, National Honor Society, Psychology

RELEVANT EXPERIENCE

Special Project: Departmental research project entitled, Corporate Culture and Nutrient Consumption

- Developed specific research tool to generate project data
- Conducted surveys and completed data analysis
- Presented findings utilizing a public forum

International/Cross-Cultural: Lived, worked, and studied with people from various cultures and social strata in Europe, Africa, and the United States

- 1990 - 1991 academic year spent at Newbold College, England
- Five consecutive tours of South Africa from 1987 - 1991

Counseling, Academic/Corporate Office Position: Five years experience reviewing and filing confidential information in a variety of environments

- Organized client schedule for private counseling practitioner
- Verified student enrollment and degree conferral for professional/graduate records
- Revitalized office transcript system for international college registrar's office

EMPLOYMENT HISTORY

Sept 91 to Present

Assistant Secretary to the Registrar
Andrews University, MI

Sept 90 to Sept 91

Assistant Secretary to the Registrar
Berrien Springs, MI

Sept 89 to Sept 90

Assistant Secretary to the Registrar
Andrews University, MI

Sept 86 to Aug 90

Receptionist for Counseling Practice
Newbold College, England

Extracurricular

Member, Michiana Symphony Orchestra
Four Years intramural sports competition

- References provided upon request -

Z: <http://www.andrews.edu>