

JOAN HARRISON

232 West Avenue
Covington, Louisiana 70433
(985) 898-0000 / joan@i-55.com

OBJECTIVE

A career opportunity which will allow me to apply knowledge gained from academic preparation and professional experience in a range of business environments.

EDUCATION

Southeastern Louisiana University, Hammond, LA

Bachelor of Arts, Management

Concentration in Human Resource Management

Graduation Date: December 2005. Overall GPA: 3.7 on 4.0 scale

AREAS OF EFFECTIVENESS

Human Resource Management

- Performed new employee recruitment activities
- Conducted interviews and coordinated hiring process for new employees
- Trained, supervised, and evaluated employees' work performances
- Planned, organized and coordinated employee work schedules and payroll activities

Project Management

- Successfully acted as Program Coordinator for community fundraising event
- Wrote and prepared grant packets for non-profit projects
- Designed and produced programs for various entertainment events
- Created an effective battalion awards program and officer rating system

Office Administration

- Demonstrated excellent organizational ability in completing projects and tasks
- Coordinated wide range of logistics for efficiency in office operations
- Scheduled appointments, meetings and travel arrangements for professional staff
- Acted in administrative support capacity at board meetings and transcribed meeting minutes

EXPERIENCE

2002 - Present	Assistant Manager	XYZ Federal Credit Union, Covington, LA
2000 - 2002	Clerk/Typist	St. Tammany Parish School Board, Covington, LA
1998 - 2000	Administrative Assistant	General Dynamics, Hammond, LA
1996 - 1998	Secretary	Department of Army, Baumholder, Germany

ACTIVITIES

Volunteer, American Heart Association, 2000 – Present
Member, Kiwanis International