

DONALD P. HOLDEN

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CAREER OBJECTIVE

Position as Human Resources Assistant

EDUCATION

B.B.A., Management

May 2004

Marshall University, Huntington, WV. GPA: 3.0, Major GPA: 3.2

SUMMARY OF QUALIFICATIONS

- Solid academic and practical experience in personnel management.
- Good understanding of state and federal employment laws and policies.
- Strong computer skills: Excel, Word, Microsoft Office, Publisher.
- Skilled in listening and negotiating; able to work well with diverse populations.

INTERNSHIP

Human Resources Intern

January 2004 - May 2004

Shell Chemical Company, Apple Grove, WV

- Assisted in reviewing and updating administrative job descriptions.
- Participated in grievance hearings; prepared documentation and reports.
- Planned and presented workshop on "Employee Stress Management."
- Performed general computer and clerical assignments.

EMPLOYMENT EXPERIENCE

Recreation Director

May 2004 - Present

Mason County Parks and Recreation, Pt. Pleasant, WV

- Manage summer youth program for "at risk" young people.
- Hire, supervise, and train recreational workers.
- Plan and implement games, arts/crafts, and competitions.
- Schedule facilities, purchase equipment, and prepare payroll.

Student Assistant

January 2004 - May 2004

Marshall University Lewis College of Business, Huntington, WV

- Performed general office duties in dean's office; phones, computer, mailroom.
- Assisted in preparing annual and sick leave reports for seven departments.
- Scheduled meetings, appointments, and grievance hearings; coordinated refreshments for special events.

ACCOMPLISHMENTS

Marshall University Dean's List
Who's Who in American Colleges and Universities
Alpha Tau Omega, Fraternity

REFERENCES

Available upon request